



TRI-COUNTY REGIONAL PLANNING COMMISSION

456 FULTON STREET, SUITE 420

PEORIA, IL 61602

Phone: 309-673-9330

www.tricountyrpc.org

Ways & Means Committee: 8:30 a.m., May 1, 2024

Full Commission/Executive Board (in lieu of Lack of Quorum): 9:00 a.m., May 1, 2024

Join via computer or smartphone:

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

Or call in with any telephone

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 April 3, 2024 Commission minutes**
- 5. Chairman report**
- 6. Executive Director report**
- 7. Public Meeting:** Title VI Program with Environmental Justice Consideration and Limited English Proficiency (LEP) Plan and Public Participation Plan
<https://tricountyrpc.org/title-vi-ppp-review>
- 8. Ways and Means Report**
 - a. Motion to approve March 2024 Financial Statements and Billings (Resolution 24-51)
 - b. Motion to approve Martin Hood LLC to complete the financial and compliance audit for the fiscal year 2024. (Resolution 24-49)
 - c. Motion to approve Tri-County Regional Planning Commission to appoint Rebecca Eisele as the authorized agent for the Illinois Municipal Retirement Fund. (Resolution 24-50)
 - d. Discussion FY25 Draft Budget- Attachment
- 9. Transportation**
 - a. Update and Discussion of the 2050 Long-Range Transportation Plan (LRTP)-Memo
- 10. Updates**
 - a. Call for Projects for Commission-allocated Funds
<https://tricountyrpc.org/funding-programs/call-for-projects/>
 - b. IDOT
 - c. FHWA
- 11. Other**
- 12. 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.



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MINUTES

1. Call to Order, Welcome, Recognition of Audience

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

2. Roll Call

Commissioner	P	A	Commissioner	P	A
Don White 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		V	Chuck Nagel, Woodford Co.	x	
Ron Talbot Creve Coeur	x		Camille Coates, Peoria Co.		x
John Kahl East Peoria.	x		Danny Phelan, Peoria Co.	x	
Ann Doubet, Germantown Hills	x		Russ Crawford Tazewell Co.		V
Mike Phelan, Peoria Heights		x	Greg Menold, Tazewell Co.	x	
Mary Burress, City of Pekin.		x	Don Knox CityLink		V
Gary Manier, Washington		x	Karen Dvorsky, IDOT		x
James Dillon West Peoria	x				

Present: Debbie Ulrich, Ray Lees, Rebecca Eisele, Eric Miller, Debbi La Rue, Khephra Jackson, and Michael Bruner. Staff virtual: Logan Chapman. Betsy Tracey- FHWA

3. Public Input-none

4. Motion to approve March 6, 2024, Commission minutes.

John Kahl moved to approve the March 6, 2024, minutes and Nate Parrott seconded. Motion carried.

5. Chairman report

Chairman Menold made recognition of the following members of the Tri- County Regional Planning Commission that has passed away. - Sharon McBride, Lynn Scott Pearson, and James Booth.

6. Executive Director report

Eric Miller reported on the following:

- Hired a GIS Specialist: and 2 summer interns.

- Charging infrastructure- Federal application USDOT- April 11 @ 1:30 p.m.
- Working on FY25 Draft budget
- Ray Lees is working on Planning Strategies on the Environment
- Working on 2045 LRTP

7. Ways and Means Report

- a. Motion to approve February 2024 Financial Statements and Billings (Resolution 24-45)

Chuck Nagel moved to approve February 2024 Financial Statements and Billings (Resolution 24-45) and Autumn Jones seconded.

Rebecca Eisele updated on the following:

- **Total Operating Cash** at the end of the month was approximately \$987k. Operating cash decreased by (\$52k) in February, compared to January.
- **Total Accounts Receivable** at the end of the month was \$214k. Of the A/R balance, \$147k was federal funds, \$31k was state funds, and \$36k was local funds.
- **Accounts Payable** balance at the end of the month was \$62k, and of that amount there was \$60k in unpaid pass-through expenses as of the end of February. The remaining \$2k A/P balance was for regular monthly bills unpaid as of the end of the month.
- **Current billing** for February was \$98k, minus direct pass-through expenses and adjusting entries of (15k), resulting in **Operating Revenue** of approximately \$83k.
- **Total Expenses** for February were (\$97k), minus direct pass-through expenses and adjusting entries of \$15k, resulting in **Operating Expenses** of approximately (\$82k).
- February had 20 regular working days, 1 paid holiday, and 49.5 hours of PTO were used by staff.
- **February ended with a surplus of \$1,269. Fiscal Year 2024 has a surplus of approximately \$262k.**
- Eric Miller added that the City of Pekin has paid their dues.
Motion carried.

8. Administration

- a. Motion to approve Tri-County Regional Planning Commission to participate in Illinois Municipal Retirement Fund (24-41)

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

Eric Miller mentioned we received the new cost study yesterday so we can approve this resolution.

Motion carried.

- b. Motion to approve staff attending the National American Planning Association Conference in Minneapolis, MN from April 13 through April 16, 2024 (Resolution 24-44)

Autumn Jones moved to approve staff attending the National American Planning Association Conference in Minneapolis, MN from April 13 thru April 16, 2025 (Resolution 24-44) and John Kahl seconded.

Eric Miller said that Gabriel Guevara will be attending.

Motion carried.

9. Transportation

- a. Motion to approve FY 2025 Unified Planning Work Program (Resolution 24-48)

Nate Parrott moved to approve FY 2025 Unified Planning Work Program (Resolution 24-48) and John Kahl seconded.

Michael Bruner updated on the following:

- i. At the MPO Technical Committee meeting on March 20, 2024, the Committee recommended that the Commission approve and adopt the FY 2025 Unified Work Program (UPWP). The UPWP is one of the core MPO planning documents and serves as the budget for the metropolitan transportation planning process. The document 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 FY 2025 (July 1, 2024, through June 30, 2025).

Motion carried.

b. Motion to approve FY 2025 Joint Funding Agreement (Resolution 24-47)

John Kahl moved to approve FY 2025 Joint Funding Agreement (Resolution 24-47) and Don White seconded.

Michael Bruner updated on the following:

- i. At the MPO Technical Committee meeting on March 20, 2024, the Committee recommended that the Commission approve Resolution 24-47. FY 2025 Joint Funding Agreement. The MPO's PL marks for FY 2025 are \$974,535.02, which requires a non-federal match of \$243,633.76. For FY 2025, the Commission will be utilizing the State metropolitan Planning Funds for the non-federal match. Therefore, the FY 2025 membership dues will be utilized as local dollars and programmed by this body (Commission) in a separate work program. Some examples of previous years' users are matching grants, such as the Safe streets and Roads for All (SS4A) and last year's Statewide Planning and Research (SPR) grant.

For determining each jurisdiction membership fee, each agency's Calendar Year 2023 MFT allotment is summed to gather the total MFT allotment. That percentage is used in determining their required contribution for the FY 2025 membership fee.

Motion carried.

c. Motion to approve Transportation Improvement Program (TIP) Amendments (Resolution 24-46)

- i. Project PEK-24-02

John Kahl moved to approve Transportation Improvement Program (TIP) Amendments (Resolution 24-46) and Nate Parrott seconded.

Michael Bruner updated on the following:

- Project PEK-24-02 is adding Phase I and II Engineering for the Veterans Drive Extension for Sheridan Road to Fischer Road to the FY 2024 Program.

Motion carried.

10. Updates

a. Combined Call for Projects for Commission-allocated Federal Funds

Michael Bruner updated on the following:

- Since presenting the idea of combining the Call for Projects for Commission – allocated Federal funds at the February 7, 2024, Commission meeting, staff has presented the idea to the MPO Technical Committee at their February 21, 2024, meeting. The Technical Committee requested the presentation of the draft application at their March 20, 2024, meeting. At the March Technical meeting, staff presented the draft Call for Projects document and application and received a few comments and suggestions. Based on those comments, staff made changes to the Call for Projects document and application and have since released a test application for Technical Committee members to use and provide any additional feedback.
- On page 58 of your packet, you can see the Combined Program Funding Summary with an estimated total of \$11,305,746 available for programming. On the following page (Pg. 59) you can see the anticipated schedule, with the planned Call for Projects being issued on April 17, 2024, and project applications being due on June 28, 2024.
- For viewing the draft Call for Projects document and application, visit Tri-County's website under Our Work, Funding Program (<https://tricitypc.org/funding-programs/call-for-projects/>).

b. IDOT-nothing

c. FHWA-Betsy Tracy has nothing to add.

11. Other

Eric Miller said that he will be in Boston at the next Executive Board meeting and would like to change it to April 22, 2024. Will send out notice of change.

12. Adjournment

Autum Jones moved to adjourn at 9:25 a.m. and John Kahl seconded.

Submitted by:

Eric Miller, Executive Director

Recorded by: Logan Chapman, GIS Specialist

Transcribed by:

Debbie Ulrich, Office Administrator

DRAFT

To: Members of the Commission
 From Eric W. Miller, Executive Director
 Date: May 1, 2024
 Subject: Executive Director Report for May 2024

Project	Activity	Status
Administrative		
Headlines		
	Released Draft Title VI and Public Participation plan	Ongoing
	Monitored State and Federal (Grants) NOFO's	Ongoing
	Met with New CityLink GM and Asst. GM	Ongoing
	Ongoing meetings with FRA regarding Peoria Passenger Rail	Ongoing
	Development of FY25 Draft Budget	Ongoing
	Development of LRTP	Ongoing
	Staff Recruitment	Ongoing
	Dissolution Plan development	Ongoing
	SPR Grant Submittals	Ongoing
	Germantown Public Hearing position statement on proposed Multi-use path	Ongoing
Personnel		
	Semi-annual staff reviews ongoing	Ongoing
Website		
	Content review of website.	Ongoing
Planning issues		
Illinois River Issues		
	Started Discussion regarding Regional Strategic Planning Session on the Environment	
	Continued coordination with USACE for funding opportunities related to IL river/Peoria lakes	Ongoing
HUD Healthy Homes		
	Work Ongoing	Ongoing
Water Supply Planning		
	Awaiting notification from IDNR to fund Water Supply Planning work	Ongoing
Watershed Planning		
	Kickapoo Creek Watershed Plan, work is ongoing	Ongoing
Hazard Mitigation Plan		
	Peoria County plan is adopted, Taz Wood plans: Work is completed, FEMA approval pending,	Ongoing
GIS Projects/ Asset Management		
Village of Elmwood		
	Dunlap	Ongoing
Washburn		
	Peoria Heights	Ongoing
Minonk		
	Village of North Pekin	Ongoing
Delavan		
	Village of Washburn	Ongoing
North Pekin		
	Peoria Park District	Ongoing
El Paso		
	Tremont	Ongoing
Hollis Park District		
	Hanna City	Ongoing
Chillicothe		
	Creve Coeur	Ongoing
Logan County GIS technical assistance		
	Technical Assistance as needed	Ongoing
Greater Peoria Sanitary District		
	Technical Assistance as needed	Ongoing
MPO/Transportation		
Technical Committee		
	Prepare agenda for and coordination for Technical Meetings	ongoing
Transportation Improvement Program		
	FY 24 Transportation Improvement Program is adopted	Ongoing
	Creation of web based TIP document application	Ongoing
	Began update of FY 25 TIP	
2045 Long Range Transportation Plan Update		
	Internal planning and data collection underway - March 2025 Adoption	Ongoing
Highway Safety Improvement Program Guardrails		
	Engineering phase underway	Ongoing
Active Transportation Planning		
	Work with various Stakeholders, coordination of planning efforts	ongoing
Safe Streets for All SS4A plan		
	Project is underway, coordinating with consultant	Ongoing
Special Transportation Studies		
FY23		
Chillicothe Active Transportation Plan		
	Project is underway, coordinating with consultant	Ongoing
City of Peoria Intersection Study		
	Project is underway, coordinating with consultant	Ongoing
City of Pekin Bike/Ped plan		
	Project is underway, coordinating with consultant	Ongoing
MPO TDM work		
	Work Completed	Complete
FY24		
IL29 Viaduct CBA		
	Project is underway, coordinating with consultant	Ongoing
Germantown Hills Trail feasibility Study		
	Project is underway, coordinating with consultant	Ongoing
Peoria Heights Active Transportation Plan		
	Project is underway, coordinating with consultant	Ongoing
Waverly Ave Traffic Study		
	Project is underway, coordinating with consultant	Ongoing
FY 21 State Planning and Research Funding		
Asset Management software		
	Project is underway, coordinating with consultant	Ongoing
Activity Based Travel Demand Model		
	Project has been delivered Staff training ongoing	Ongoing
FY 23 State Planning and Research Funding		
Heart of Illinois Regional Port District Master Planning		
	Project Underway	Ongoing
Regional Community Planning		
	Consultant selection / project underway	Ongoing
East Peoria		
	Project Underway	Ongoing

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

MARCH 2024

Financial Summary

Full Commission

	March-24	February-24	FY24 YTD
Net Income / (Loss)	(1,938)	4,980	264,201

Page 1 **Monthly Financial Summary**

Page 2 **PPUATS Joint Funding Account Summary**

Page 3 **Balance Sheet**

	March-24	February-24	Increase / (Decrease)
Operating Cash	1,020,634	986,803	33,831
Joint Funding Account	513,651	499,606	14,045
All Unrestricted and Restricted Cash	1,518,446	1,518,446	-

	March-24	February-24	Increase / (Decrease)
Accounts Receivable			
Total Accounts Receivable	243,815	333,401	(89,585)
Total Federal Receivables	192,118	243,495	(51,377)
Total State Receivables	24,651	36,709	(12,058)
Total Local Receivables	27,046	53,197	(26,151)

	March-24	February-24	Increase / (Decrease)
Accounts Payable			
Total Accounts Payable at EOM	133,921	180,870	(46,949)
A/P to be billed - Pass-throughs	132,000	179,083	(47,083)
A/P indirect costs	1,921	1,787	134

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

Page 5 **Income Statement**

	March-24	February-24	Increase / (Decrease)
Current Billing	102,205	220,681	(118,476)
Pass-Through Expenses and Adjusting Entries	(16,605)	(113,951)	97,346
Operating Revenue	85,600	106,731	(21,131)

	March-24	February-24	Increase / (Decrease)
Current Expenses	104,143	215,702	(111,559)
Pass-Through Expenses and Adjusting Entries	(16,605)	(113,951)	97,346
Operating Expenses	87,538	101,751	(14,213)

	March-24	February-24	Increase / (Decrease)
Regular Working Days	20.00	20.00	-
Paid Holidays	1.00	1.00	-
PTO Used (Hours)	73.50	49.50	24.00

	March-24	February-24	FY24 YTD
Operating Revenue	85,600	106,731	1,771,636
Less Operating Expenses	(87,538)	(101,751)	(1,507,435)
Net Income / (Loss)	(1,938)	4,980	264,201

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

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

MARCH 2024

PPUATS Joint Funding Account Summary

	Current Month	Previous Month
	March-24	February-24
Account Balance	513,651	499,606

Account Income	March-24	February-24
Joint Funding Payments Received	17,752	-
Interest Income	43	40
Monthly Income	17,795	40

Account Expenses	March-24	February-24
Peoria, Tazewell, Woodford - Member Dues**	(3,750)	(3,750)
Safe Streets 4 All - Local Match	-	(178)
Monthly Expenses	(3,750)	(3,928)

Joint Funding Summary	Received	Due
Total Joint Funding	\$ 233,816	\$ -
City Link	3,800	-
City of Chillicothe	3,237	-
City of East Peoria	12,282	-
City of Pekin	17,752	-
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 March 31, 2024

	Current Month	Previous Month	Previous Year
	Mar 31, 24	Feb 29, 24	Mar 31, 23
ASSETS			
Current Assets			
Checking/Savings			
10000 · Cash - Unrestricted			
10110 · MCB Checking - Operations	1,020,634	986,803	789,752
Total 10000 · Cash - Unrestricted	1,020,634	986,803	789,752
11000 · Cash - Restricted			
11110 · MCB Checking - Flex Benefits	1,530	1,530	1,530
11210 · MCB Money Market - PPUATS	513,651	499,606	374,606
11310 · MCB Checking - IL MPO Adv.	19,238	19,238	19,238
11410 · MCB Savings - Unvested Retiremt	11,944	11,268	7,768
Total 11000 · Cash - Restricted	546,363	531,643	403,142
Total Checking/Savings	1,566,997	1,518,446	1,192,894
Accounts Receivable			
Total 13000 · Accounts and Grants Receivable	243,683	333,401	297,486
Total Accounts Receivable	243,683	333,401	297,486
Total Other Current Assets	22,697	27,619	24,938
Total Current Assets	1,833,377	1,879,465	1,515,318
Total Fixed Assets	19,298	20,967	31,989
Total Other Assets	24,442	28,508	63,959
TOTAL ASSETS	1,877,117	1,928,941	1,611,266
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 · Accounts Payable	133,921	180,870	77,321
Total Accounts Payable	133,921	180,870	77,321
Total Other Current Liabilities	169,217	172,154	171,071
Total Current Liabilities	303,138	353,024	248,392
Total Long Term Liabilities	14,152	14,152	53,250
Total Liabilities	317,290	367,176	301,642
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	264,069	266,006	183,546
Total Equity	1,559,827	1,561,764	1,309,624
TOTAL LIABILITIES & EQUITY	1,877,117	1,928,941	1,611,266

Tri-County Regional Planning Commission

Statement of Cash Flows

July 2023 through March 2024

	Mar 24	Jul '23 - Mar 24
OPERATING ACTIVITIES		
Net Income	(1,938)	264,069
Adjustments to reconcile Net Income to net cash provided by operations:		
13000 · Accounts and Grants Receivable	(7,065)	38,366
13001 · Accrued Receivables	96,782	(2,085)
15000 · Prepaid Expenses	4,922	9,678
20000 · Accounts Payable	(46,949)	32,529
21000 · Accrued Expenses	534	3,206
21100 · Accounts Payable - Employees	(338)	10
22100 · Accrued Wages Payable	44	909
22200 · Accrued Vacation/Personal Time	4,501	(4,099)
22300 · Unvested Retirement	672	3,784
22503 · FICA & Medicare	4	68
22504 · IL Unemployment Taxes	155	1,013
22505 · 457 (b) Contributions	5	309
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)
22520 · United Way	(13)	-
23101 · Deferred Revenue - IDOT	(3,706)	(11,274)
23210 · Kickapoo Creek Watershed-Local	(1,451)	16,237
28000 · Current Lease Liab. - Office Sp	(2,907)	8,773
28001 · Current Lease Liab. - Copier	(437)	1,314
Net cash provided by Operating Activities	42,816	342,806
INVESTING ACTIVITIES		
17100 · Computer Equipment	-	(6,770)
17101 · Accum. Deprec. - Computers	1,669	15,019
19000 · Right of Use - Office Space	2,793	25,133
19001 · Right of Use - Copier	444	3,088
19002 · Right of Use - SBIT Agreements	830	7,466
Net cash provided by Investing Activities	5,735	43,936
FINANCING ACTIVITIES		
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	48,551	347,644
Cash at beginning of period	1,518,446	1,219,353
Cash at end of period	1,566,997	1,566,997

Tri-County Regional Planning Commission

Profit & Loss

March 2024

	CURRENT Month	Previous Month	FY24 - CURRENT YTD	FY23 - Previous YTD
	Mar 24	Feb 24	Jul '23 - Mar 24	Jul '22 - Mar 23
Ordinary Income/Expense				
Revenue by Type				
41000 · Federal Grants and Awards	78,475	171,264	1,193,867	870,853
42000 · State Grants and Awards	16,686	24,577	247,671	194,813
43000 · Local Matching Contributions	(1,174)	16,484	248,880	166,302
44000 · Charges for Services	4,358	4,509	46,192	37,337
45000 · Member Dues	3,750	3,750	33,750	33,750
46000 · Interest Income	110	97	847	679
Total Income	102,205	220,681	1,771,207	1,303,735
Gross Profit	102,205	220,681	1,771,207	1,303,735
Expense by Account & Category				
Total 60500 · Amortization Expense	4,066	4,066	36,573	36,348
Total 61000 · Computer Expenses	1,974	2,668	24,576	15,736
Total 61500 · Outside Services	16,965	133,118	681,600	402,597
Total 62000 · Depreciation	1,669	1,669	15,019	13,326
Total 63000 · Employee Benefits	15,282	14,910	146,582	121,245
Total 63400 · Interest Expense	64	73	905	2,306
Total 63500 · Office Administration	1,844	1,474	14,608	11,909
Total 64000 · Miscellaneous	-	-	6,987	6,291
Total 65000 · Professional Fees	-	-	28,301	33,493
Total 65500 · Facility Costs	1,013	873	7,335	11,590
Total 66000 · Salaries and Wages	60,539	56,283	533,267	451,601
Total 66500 · Training & Education	29	-	2,329	-
Total 67000 · Travel	698	567	8,925	13,747
Total Expense	104,143	215,702	1,507,007	1,120,189
Net Income	(1,938)	4,980	264,201	183,546

**Tri-County Regional Planning Commission
Check Register - Operating Account
March 2024**

Date	Num	Name	Memo	Amount
03/01/2024	1454	Baxter & Woodman, Inc.	Consultants - IEPA Kickapoo Creek	4,784.00
03/01/2024	1455	Blue Cross Blue Shield of Illinois	Health Insurance - 03/2024	8,802.32
03/01/2024	1456	City of Peoria	Rent - 03/2024	2,950.00
03/01/2024	1457	Xerox Financial Services	Copier Lease	458.20
03/05/2024	ACH	Staff - Payroll	Payroll 02/16/24 - 02/29/24	20,846.42
03/05/2024	ACH	Department of the Treasury	Payroll Taxes 02/16/24 - 02/29/24	6,685.16
03/05/2024	ACH	Illinois Department of Revenue	Payroll Taxes 02/16/24 - 02/29/24	1,278.58
03/05/2024	ACH	CEFCU	Payroll Liability 02/16/24 - 02/29/24	50.00
03/05/2024	ACH	Nationwide	Retirement 02/16/24 - 02/29/24	2,779.08
03/05/2024	ACH	Unvested Retirement Account	Retirement 02/16/24 - 02/29/24	330.51
03/07/2024	ACH	Delta Dental	Dental Insurance	272.42
03/07/2024	ACH	Facet Technologies, Inc.	GIS Web Hosting - 02/2024 - IDOT FY24 UPWP	385.00
03/07/2024	ACH	Guardian	Life, Disability, and Vision Insurance	519.53
03/07/2024	ACH	Heartland Parking	Parking Validations - 02/2024	125.00
03/07/2024	ACH	Heartland Parking	Monthly Parking - 03/2024	937.00
03/07/2024	ACH	PGAV Planners, LLC	Consultants - Local Comp Plans - East Peoria	9,200.00
03/07/2024	ACH	PGAV Planners, LLC	Consultants - Local Comp Plans - Bartonville	2,000.00
03/07/2024	ACH	The Cleaning Source	Office Cleaning - 02/2024	202.00
03/07/2024	ACH	Verizon Wireless	Phones - 02/2024	308.22
03/15/2024	1458	Morton Community Bank	Bruner - Payment for 02/2024 CC Charges	583.36
03/15/2024	1459	Morton Community Bank	Ulrich - Payment for 02/2024 CC Charges	89.07
03/20/2024	ACH	Staff - Payroll	Payroll 03/01/24 - 03/15/24	18,824.18
03/20/2024	ACH	Department of the Treasury	Payroll Taxes 03/01/24 - 03/15/24	6,224.18
03/20/2024	ACH	Illinois Department of Revenue	Payroll Taxes 03/01/24 - 03/15/24	1,197.17
03/20/2024	ACH	CEFCU	Payroll Liability 03/01/24 - 03/15/24	50.00
03/20/2024	ACH	Nationwide	Retirement 03/01/24 - 03/15/24	2,790.13
03/20/2024	ACH	Unvested Retirement Account	Retirement 03/01/24 - 03/15/24	344.01
03/27/2024	ACH	IT Unified	Monthly IT Service - 03/2024	1,200.00
03/27/2024	ACH	Katwala, Sage - Travel Reimbursement	Katwala, Sage - Travel Reimbursement	216.06
03/27/2024	ACH	PGAV Planners, LLC	Consultants - Local Comp Plans - Bartonville	5,100.00
03/27/2024	ACH	Quill Corporation	Office Supplies	53.96
03/27/2024	ACH	Quill Corporation	Office Supplies	35.18
03/27/2024	ACH	WSP USA, Inc.	Consultant Services - IDOT SPR Port District	39,233.99
03/29/2024	1460	Heart of IL United Way	Payroll Liability	19.50
03/31/2024	ACH	Morton Community Bank	Service Charge	14.82
Register			Total Checks	138,889.05

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

Date	Employee Card	Vendor	Memo	Amount
03/06/2024	Ulrich	Adobe	Adobe User Subscription - Miller	21.24
03/09/2024	Ulrich	Qbox	QuickBooks File Management	15.00
03/14/2024	Bruner	i3 Broadband	Internet Service	117.48
03/18/2024	Ulrich	Greater Peoria EDC	Registration - Economic Development Forum	28.52
03/21/2024	Ulrich	Amazon Business	Office Supplies - Plotter Paper	93.40
03/22/2024	Ulrich	PIP Printing	Office Supplies - Business Cards	50.00
03/22/2024	Ulrich	ESRI, Inc.	ArcGIS Credits	600.00
03/31/2024	Bruner	Adobe	Adobe Subscription - Main Account	182.66
02/29/2024	N/A	Morton Community Bank	Finance Charges	0.00
Register			Total Charges	1,108.30

Date	Employee Card	Vendor	Memo	Amount
Register			Total Refunds and Credits	-

RESOLUTION 24-51

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO APPROVE THE FINANCIAL REPORTS AND BILLINGS FOR MARCH 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 March 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 March 2024 are approved.

Presented this 1st day of May 2024

Adopted this 1st day of May 2024

Greg Menold, Chairman
Tri-County Regional Planning Commission

ATTEST:

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

RESOLUTION 24-49

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO CONTRACT WITH FIRM OF MARTIN HOOD LLC TO COMPLETE THE FINANCIAL AND COMPLIANCE AUDIT FOR THE FISCAL YEAR 2024.

WHEREAS, The Tri-County Regional Commission, hereafter referred to as the Commission, is required to conduct a yearly audit of revenue and expenditures, and

WHEREAS, the firm of Martin Hood LLC submitted a proposal to provide professional auditing services to Commission for the year ending June 30, 2024 for an estimated fee of \$27,615.

WHEREAS, the Ways & Means Committee of the Commission recommends that the Commission enter into a contract with the firm of Martin Hood LLC.

THEREFORE BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:

That the Commission enter into a contract with the firm of Martin Hood LLC for auditing services for the fiscal year ending June 30, 2024, for an estimated fee of \$27,615.

Presented this 1st day of May 2024

Adopted this 1st day of May 2024

Greg Menold, Chairman
Tri-County Regional Planning Commission

ATTEST:

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



NOTICE OF APPOINTMENT OF AUTHORIZED AGENT

IMRF Form 2.20 (Rev. 10/2014)

INSTRUCTIONS

- The governing body of an IMRF employer (including townships) can appoint any qualified party as the employer's IMRF Authorized Agent.
- The governing body makes the appointment by adopting a resolution.
- The clerk or secretary of the governing body must certify the appointment (see Certification below).
- Mail the completed form to the Illinois Municipal Retirement Fund.
- A copy of the completed form should be retained by the employer.
- The new Authorized Agent will need to register for a new User ID on IMRF Employer Access.

EMPLOYER NAME Tri-County Regional Planning Commission		EMPLOYER IMRF I.D. NUMBER 06571	
AUTHORIZED AGENT'S SALUTATION <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input checked="" type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	LAST NAME Eisele	FIRST NAME Rebecca	MIDDLE INITIAL JR., SR., II, ETC. S
TYPE OF GOVERNING BODY Board of Commissioners			
DATE APPOINTMENT MADE (MM/DD/YYYY) 05/01/2024	EFFECTIVE DATE OF APPOINTMENT (MM/DD/YYYY) 05/01/2024	POSITION TITLE Accountant	
Powers and duties delegated to Authorized Agent pursuant to Sec. 7-135 of Illinois Pension Code by governing body (P.A. 97-0328 removed the requirement that the Authorized Agent be a participant in IMRF to file a petition or cast a ballot):			
To file Petition for Nominations of an Executive Trustee of IMRF		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
To cast a Ballot for Election of an Executive Trustee of IMRF		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
X _____		05/01/2024	
SIGNATURE OF AUTHORIZED AGENT NAMED ABOVE		DATE (MM/DD/YYYY)	
CERTIFICATION			
I, <u>Deborah Ulrich</u> , do hereby certify that I am <u>Secretary</u>			
NAME		CLERK OR SECRETARY	
of the <u>Tri-County Regional Planning Commission</u>			
NAME OF EMPLOYER			
and the keeper of its books and records and the foregoing appointment and delegation were made by resolution duly adopted on the date indicated.			
SEAL		SIGNATURE OF CLERK OR SECRETARY	
BUSINESS ADDRESS			
All correspondence and communications with the Authorized Agent are to be addressed as follows:			
NAME (IF DIFFERENT FROM ABOVE)			
<input checked="" type="checkbox"/> Mrs. <input type="checkbox"/> Ms. Rebecca Eisele			
BUSINESS ADDRESS			
456 Fulton St STE 401			
CITY STATE AND ZIP + 4			
Peoria, IL 61602-1299			
DAYTIME TELEPHONE NO. (with Area Code)		ALTERNATE TELEPHONE NUMBER (with Area Code)	
(309) 673-9330		(309) 255-3098	
FAX NO. (with Area Code)		EMAIL ADDRESS	
		reisele@tricityrplc.org	

IMRF

2211 York Road Suite 500 Oak Brook, IL 60523-2337

Employer Only Phone: 1-800-728-7971 Member Services Representatives 1-800-ASK-IMRF (1-800-275-4673) Fax (630) 706-4289

RESOLUTION 24-50

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO APPOINT REBECCA EISELE AS THE AUTHORIZED AGENT FOR THE ILLINOIS MUNICIPAL RETIREMENT FUND.

WHEREAS, The Tri-County Regional Commission, hereafter referred to as the Commission, has resolved on 04/03/2024 to participate in the Illinois Municipal Retirement Fund, and

WHEREAS, the Commission, is required to appoint an Authorized Agent to participate in the Illinois Municipal Retirement Fund, and

WHEREAS, Rebecca Eisele is the Accountant for the Commission and has been selected as the Authorized Agent for the Commission.

THEREFORE BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:

That the Commission appoint Rebecca Eisele as Tri-County Regional Planning Commission's Authorized Agent for the Illinois Municipal Retirement Fund.

Presented this 1st day of May 2024

Adopted this 1st day of May 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

BUDGET FY25

JULY 2024 - JUNE 2025

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

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

TRI-COUNTY REGIONAL PLANNING COMMISSION

BUDGET FY25

JULY 2024 - JUNE 2025

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



MEMORANDUM

TO: Full Commission
FROM: Staff
SUBJECT: 2050 Long-Range Transportation Plan
DATE: May 1, 2024

Action needed:

Update and Discussion of the 2050 Long-Range Transportation Plan (LRTP) and Approval of the LRTP Steering Committee

Update:

The Long-Range Transportation Plan (LRTP) is a comprehensive strategy for the long-term improvement, maintenance, and strategic development of the Greater Peoria transportation system. The LRTP has a 25-year outlook and may only include those projects or improvements for which there is sufficient funding based on reasonable forecasts. This allows the plan to serve as a guiding document for policymakers, transportation agencies, and stakeholders to aid in decision-making, funding allocation, and project prioritization. By law, the plan must be comprehensively updated, adopted, and republished every five years, at a minimum.

Tri-County staff have been busy going through our 2045 LRTP document, updating our demographic information and data within each section. Additionally, staff have been working with our member jurisdictions to submit projects to be considered for inclusion in the plan. To aid in estimating the amount of funding reasonably expected during the 25-year planning horizon, staff have been inventorying and summarizing previous years' funding programs and amounts.

The 2050 LRTP planning elements or topics:

- Regional Overview
- Economy
- Environment
- Freight
- Housing & Community Development
- Mobility & Connectivity
- Public Health

With the majority of the existing conditions data collection process wrapping up, the next phase of the planning process is public engagement and visioning.

Steering Committee:

To guide this process, a Steering Committee comprised of local practitioners and stakeholders in the above planning elements is needed to help facilitate the planning process. The Steering Committee will define the scope (plan's direction),

goals, and objectives of the LRTP. The first task of the Steering Committee is to help plan for the first public engagement activity to invite the public to help identify the region’s transportation strengths, issues, and their vision for the future.

Proposed LRTP Steering Committee Membership:

Staff proposes having two members for each plan element and proposes the below members to make up the Steering Committee. This list may slightly change depending on the availability of the identified members. Staff will work with the below individuals to identify alternate members if they are unable to participate.

Member	Organization	County	Plan Element
Amy McLaren	Peoria County Highway Department	Peoria	Regional Overview
Ty Livingston	City of East Peoria	Tazewell	Regional Overview
David Aduama	GPEDC	Region	Economy
Ann Doubet	Village of Germantown Hills	Woodford	Economy
Theresa Unzicker	East Peoria Beautification Commission	Tazewell	Environment
Josh Joseph	Peoria County SWCD	Peoria	Environment
Cort Mills	G&D Integrated	Tazewell	Freight
Brett Tucker	IL State Police	Region	Freight
Christine Kahl	Phoenix Community Development	Region	Housing & Cmty Devt
Andres Diaz	Urban Acres	Peoria	Housing & Cmty Devt
Jodi Scott	Advocates for Access	Region	Mobility & Connectivity
ShamRA Robinson	GPMTD	Peoria/Tazewell	Mobility & Connectivity
Mary Hosbrough/ Jennifer Jacobsen-Wood	Pedestrians in Peoria	Peoria	Public Health
Amy Fox	Tazewell County Health Department	Tazewell	Public Health