



TRI-COUNTY REGIONAL PLANNING COMMISSION

EST. 1958

AGENDA

Ways & Means Committee: March 5, 2025 8:00 a.m.

Tri-County Regional Planning Commission Full Commission / Executive Board (in lieu of Lack of Quorum)

Wednesday, March 5, 2025, at 9:00 a.m.
456 Fulton St, Room 420
Peoria, IL 61602

Microsoft Teams

Join via computer or smartphone

Meeting ID: 261 763 168 217
Passcode: wjYFKF

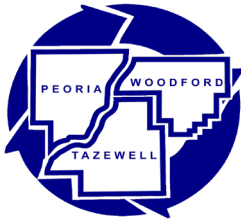
Dial in by phone
(929) 346-7201

Phone Conference ID: 549 970 404#

1. **Call to Order, Welcome, Recognition of Audience**
2. **Roll Call**
3. **Public Comment**
4. **Motion to approve the Meeting Minutes of February 5, 2025**
5. **Chairman report**
6. **Executive Director report**
7. **Public Meeting: Long-Range Transportation Plan (LRTP) 2050 Update**
<https://tricityrplc.org/notice-of-citizen-review-lrtp/>
8. **Ways and Means Report**
 - a. Motion to approve the January 2025 Financial Statements and Billings (Resolution 25-39)
 - b. Discussion - Federal Grant Funding Contingency Plan
 - c. Amendment to the capitalization policy to update the capitalization threshold (Resolution 25-40)
9. **Administration**
 - a. Motion to amend the purchase for maintenance of GIS software from Environmental Systems Research Institute (ESRI) (Resolution 25-41)
 - b. Motion to approve the Executive Director entering into a contract with Logan County for GIS Services (Resolution 25-42)
10. **Transportation**
 - a. Motion to approve the Executive Director entering into a contract with the City of Chillicothe and Hanson Professional Services to execute additional Benefit-Cost Analysis Studies (Resolution 25-43)
 - b. Motion to approve the Commission entering into a Cost Sharing Agreement with the City of Peoria in support of Passenger Rail Service and Financial Participation in the Development of a Service Development Plan for the Federal Rail Administration's Rail Corridor Identification and Development Program (Resolution 25-44)
 - c. Discussion of FY 2026 Unified Planning Work Program - Handout
 - d. Discussion regarding IDOT funding request follow-ups
11. **Updates**
 - a. IDOT
 - b. FHWA
12. **Other**
 - a. Open Meetings Act Training
<https://illinoisattorneygeneral.gov/open-and-honest-government/pac/pac-training/>
 - b. Next meeting is scheduled for April 2, 2025, at 9:00 a.m.
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

Ways & Means Committee: February 5, 2025, 8:00 a.m. - canceled

Full Commission/Executive Board (in lieu of Lack of Quorum): February 5, 2025, 9:00 a.m.

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	Present	Absent	Commissioner	Present	Absent
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	X		Chuck Nagel Woodford Co.	X	
Terry Keogel 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.	X	
Mike Phelan Peoria Heights		X	Greg Menold Tazewell Co.	X	
Mary Burress City of Pekin	X		Don Knox CityLink	~X	
Gary Manier Washington		X	Karen Dvorsky IDOT	X	
James Dillon West Peoria	X				

~ = Virtual participant

Also Present: Ray Lees, Rebecca Eisele, Eric Miller, Reema Abi-Akar, Michael Bruner, Debbi La Rue, Else Hayes, Isaiah Hageman, Logan Chapman, Adam Crutcher, and Lori Reynolds, TCRPC; Doug DeLille, IDOT; Cheryl Budzinski, League of Women Voters; Amanda Beadles, Chillicothe. Don Knox, CityLink, attended virtually.

3. Public Comment

Amanda Beadles, Economic Development Director from Chillicothe, praised Tri-County staff for finding grant money to help reduce Chillicothe’s expense for their comprehensive plan. She said that Debbi La Rue and Else Hayes were exceptional in going through the 140 objectives and strategies. Ann Doubet agreed, saying that they were equally helpful with Germantown Hills’ plan.

4. Motion to Approve the Meeting Minutes of December 4, 2024

Don White moved to approve the December 4, 2024 meeting minutes, seconded by John Kahl. Motion carried.

5. Chairman Report

None

6. Executive Director report

a. Eric Miller reported on the following:

- Monitoring executive orders coming from Washington to see how they apply to Tri-County. Patience is the key.
- No current grants coming from Community Development Block Grant (CDBG), so no work for us in that area, but there will be in the next cycle.
- Passenger rail Phase I is almost complete, still being funded and on schedule. Phase II is to be 90% paid by the federal government.
- Chillicothe viaduct benefit cost analysis shows we need more cooperation, coordination and collaboration from the railroad. Working to leverage Congressman LaHood’s office to get railroad to the table.
- Tri-County’s comprehensive planning submission to IDOT’s State Planning and Research Grant was turned down last year due to its lack of link to transportation, so we need to make sure there is a strong link to transportation. Contact our staff for assistance.

7. Public Meeting for Human Services Transportation Plan (HSTP) Update

Russ Crawford motioned to open a public meeting to review the HSTP updated document, and the motion was seconded by Danny Phalen. Motion carried.

Reema Abi-Akar presented the updated document, which focuses on transportation needs for seniors, individuals with disabilities, low-income populations, veterans, and other transit-dependent groups. The plan includes updated demographic maps and charts based on the latest census data, highlighting the concentration of transit-dependent populations in the region, as well as survey data, and a 30-day public comment period. Hard copies are available at local libraries, public transit agencies, and Tri-County’s office. A legal notice was printed in the newspaper, and a digital version of the plan is accessible on the Tri-County Website for review and feedback.

Cheryl Budzinski requested that The Community Word be added to the distribution list for public notice.

Russ Crawford motioned to close the public meeting, which was seconded by James Dillon. The motion carried.

8. Ways and Means Report

a. **Motion to approve the December 2024 Financial Statements and Billings (Resolution 25-34)**

Camille Coates moved to approve the December 2024 Financial Statements and Billings (Resolution 25-34); Don White seconded the motion. Rebecca Eisele reported on the December 2024 financial statements:

- Total Operating Cash at the end of the month was \$1,007,938. Operating cash increased by \$48,369 in December, compared to November.
- Total Accounts Receivable balance at the end of the month was \$366,539. Of the A/R balance, \$299,161 was federal funds, \$52,587 was state funds, and \$14,791 was local funds.
- Accounts Payable balance at the end of December was \$140,351. Of that amount, \$137,437 was unpaid pass-through expenses as of the end of December. The remaining Accounts Payable balance of \$2,914 was regular monthly bills unpaid on the last day of the month.
- Total Revenue for December was \$158,399.
- Total Expenses for December were \$181,794.
- December ended with a deficit of \$23,395.

Motion carried.

b. Discussion- Development of a financial contingency plan related to state or federal funding interruptions

Eric Miller reported on President Trump's Executive Orders from the previous week that paused all transportation funding, including Tri-County's funding for a brief time. After calls to Chairman Coates and to Rebecca, Tri-County's accountant, it was determined that the Ways & Means Committee will need to develop a contingency plan should a pause in State and/or Federal funding becomes a reality. They will recommend to the Executive Committee, then to the Full Commission.

Doug DeLille from IDOT reported that there is still some uncertainty, but if there is a signed agreement, the State is obligated to follow through. IDOT is working fast to get projects under agreement so they can get started before funds may be cut.

9. Administration

a. Motion to approve Employee Health Insurance Renewal (Resolution 25-32)

John Kahl motioned to approve the Employee Health Insurance Renewal (Resolution 25-32), and Nate Parrot seconded the motion. Eric Miller stated the overall increase was about 7%, which was considered favorable. Motion carried.

b. Motion to approve General Liability Insurance Renewal (Resolution 25-33)

Patrick Ulrich motioned to approve General Liability Insurance Renewal (Resolution 25-33), and Don White seconded the motion. Eric Miller stated the overall increase is a modest \$400. Motion carried.

c. Motion to approve Promotion in Place for selected Commission Employees (Resolution 25-35)

John Kahl motioned to approve Promotion in Place for selected Commission Employees (Resolution 25-35), and Camille Coates seconded the motion. Eric Miller reported that Logan Chapman has made valuable contributions to the GIS team and the overall Commission over the last 3 ½ years, and recommended promotion from GIS Specialist I to GIS Specialist II, with a corresponding salary adjustment. Motion carried.

d. Motion to approve Out of State Travel (Resolution 25-38)

Russ Crawford motioned to approve Out of State Travel (Resolution 25-38), which was seconded by Mary Burress. Eric Miller reported that there are two Planners who would like to attend the National Planning Conference in Denver, CO, with the budget being covered by the UPWP. Motion carried.

10. Transportation

a. Motion to approve the Following Amendments to the FY 2025-28 Transportation Improvement Program (TIP) (Resolution 25-36)

John Kahl motioned to approve the Following Amendments to the FY 2025-28 Transportation Improvement Program (TIP) (Resolution 25-36) and Nate Parrott seconded the motion.

Reema Abi-Akar presented the following descriptions of each project amendment:

- i. Project W-25-01 Washington Safe Routes to School Phase II
- ii. Project W-24-04 Washington Safe Routes to School Phase I and II
 1. These two TIP amendments are connected. Project W-25-01 will merge with Project W-24-04, making them one project under TIP number W-24-04.
 2. This amendment will update the project location description, action, and funding breakdown.

Motion carried.

b. Discussion of FY 2026-29 Transportation Improvement Plan

Debbi La Rue discussed the update process for the 2026-2029 Transportation Improvement Program, requesting local jurisdictions to review and ensure the accuracy of the project information.

c. Discussion of FY 2026 Unified Planning and Work Program

Reema Abi-Akar provided an update on the development of the FY26 UPWP, including the budget and schedule for submission and approval. The Commission is receiving approximately \$1.2 million in federal and state funding for the program.

11. GIS

a. Motion to approve the Executive Director to enter into and implement a contract with IT Unified for Hosting the Commission's GIS Server (Resolution 25-37)

Patrick Urich motioned to approve the Executive Director to enter into and implement a contract with IT Unified for Hosting the Commission's GIS Server (Resolution 25-37), and Russ Crawford seconded the motion.

Isaiah Hageman stated the contract will include redundant internet connection, power, server management, firewall management, and VPN connections. The previous contract expired January 30, 2025. The contract with IT Unified will keep all IT administration and data hosting under one vendor, streamlining the Commission's IT needs and services.

Motion carried.

12. Updates

a. Long-Range Transportation Plan 2050

Reema Abi-Akar stated that staff have been actively working on the LRTP, and it is very close to being completed. We are reviewing some guidelines from USDOT and IDOT to make sure we have everything squared away from that perspective.

- i. We anticipate finalizing the draft by next month's Commission meeting.
- ii. Then, we will have a 30-day public comment period just like for the HSTP document.

b. IDOT

Doug DeLille had no updates.

c. FHWA

No updates.

13. Other

- a. Eric Miller reminded the Commission members to complete the Open Meetings Act training and submit their certificates to Lori for record-keeping.
- b. Next meeting is scheduled for March 5, 2025, at 9:00 a.m.

14. Adjournment

Autum Jones moved to adjourn the meeting, and Patrick Urich seconded. The motion carried, and the meeting adjourned at 9:48 a.m.

Submitted by: Eric Miller, Executive Director

Recorded and transcribed by: Lori Reynolds, Office Administrator

JANUARY 2025 Financial Summary Full Commission

	January-25	December-24	FY25 YTD
Net Income / (Loss)	12,518	(26,611)	196,420

	January-25	December-24	FY25 YTD
Internal Funds Used for FHWA SS4A Plan	(2,254)	(1,518)	(15,352)
Internal Funds Used for IEPA Kickapoo Creek Study	(1,607)	(742)	(5,946)
Internal Funds Used for Multimodal Network	-	(10,000)	(10,000)
TOTAL INTERNAL FUNDS USED - FY25	(3,861)	(12,260)	(31,298)

Page 1 Monthly Financial Summary

Page 2 PPUATS Joint Funding Account Summary

Page 3 Balance Sheet

	January-25	December-24	Increase / (Decrease)
Operating Cash	845,451	1,007,938	(162,486)
Joint Funding Account	666,091	608,991	57,099
All Unrestricted and Restricted Cash	1,521,000	1,626,386	(105,387)

	January-25	December-24	Increase / (Decrease)
Accounts Receivable			
Total Accounts Receivable	369,034	366,539	2,495
Total Federal Receivables	299,050	299,161	(111)
Total State Receivables	52,546	52,587	(41)
Total Local Receivables	17,438	14,791	2,647

	January-25	December-24	Increase / (Decrease)
Accounts Payable			
Total Accounts Payable at EOM	23,513	140,351	(116,838)
A/P to be billed - Pass-throughs	21,363	137,437	(116,075)
A/P indirect costs	2,151	2,914	(763)

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

Page 5 Income Statement

	January-25	December-24	Increase / (Decrease)
Current Income	119,491	158,399	(38,908)
Current Expenses	(106,973)	(185,010)	78,037
Net Income / (Loss)	12,518	(26,611)	39,130

	January-25	December-24	Increase / (Decrease)
Staff Time			
Regular Working Days	22.00	19.00	3.00
Paid Holidays	1.00	3.00	(2.00)
PTO Used (Hours)	80.75	224.00	(143.25)

Page 6 Checking Account Register of Expenses Paid

Page 7 Credit Card Register of Expenses Paid

JANUARY 2025

PPUATS Joint Funding Account Summary

	Current Month January-25	Previous Month December-24
Account Balance	666,091	608,991

Account Income	January-25	December-24
Joint Funding Payments Received	75,144	-
Interest Income	55	52
Monthly Income	75,199	52

Account Expenses	January-25	December-24
Peoria, Tazewell, Woodford - Member Dues**	(3,750)	(3,750)
Kickapoo Creek - Local Match	(742)	(1,460)
Multimodal Network - Local Match	(10,000)	-
Safe Streets 4 All - Local Match	(3,608)	-
Monthly Expenses	(18,100)	(5,210)

FY25 Joint Funding Summary	Received	Due
Total Joint Funding	\$ 234,088	\$ 9,546
City Link	3,800	-
City of Chillicothe	3,417	-
City of East Peoria	12,539	-
City of Pekin	17,696	-
City of Peoria	63,102	-
City of Washington	8,963	-
City of West Peoria	2,377	-
Peoria County	53,661	-
Tazewell County	42,451	-
Village of Bartonville	3,315	-
Village of Creve Coeur	2,752	-
Village of Germantown Hills	1,903	-
Village of Morton	-	9,546
Village of Peoria Heights	3,295	-
Woodford County	14,817	-

Tri-County Regional Planning Commission

Balance Sheet

As of January 31, 2025

	Current Month	Previous Month	Previous Year
	Jan 31, 25	Dec 31, 24	Jan 31, 24
ASSETS			
Current Assets			
Checking/Savings			
10000 · Cash - Unrestricted	845,451	1,007,938	1,038,443
11000 · Cash - Restricted			
11110 · MCB Checking - Flex Benefits	1,530	1,530	1,530
11210 · MCB Money Market - PPUATS	666,091	608,991	503,494
11310 · MCB Checking - IL MPO Adv.	-	-	19,238
11410 · MCB Savings - Unvested Retirement	7,928	7,927	11,933
Total 11000 · Cash - Restricted	675,548	618,449	536,195
Total Checking/Savings	1,521,000	1,626,386	1,574,638
Accounts Receivable	367,427	366,539	247,006
Other Current Assets	19,936	24,389	22,435
Total Current Assets	1,908,363	2,017,314	1,844,079
Fixed Assets	45,325	47,339	22,636
Other Assets	144,432	147,421	32,575
TOTAL ASSETS	2,098,120	2,212,074	1,899,290
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable	23,513	143,567	140,100
Credit Cards	-	-	-
Other Current Liabilities			
21000 · Accrued Expenses	2,709	2,353	2,673
21100 · Accounts Payable - Employees	606	720	101
22000 · Employer Liabilities	111,829	111,935	109,167
23000 · Unearned Revenue	52,206	56,095	58,765
28000 · Current Lease Liab. - Office Sp	11,175	13,375	14,579
28001 · Current Lease Liab. - Copier	2,344	2,810	2,187
Total Other Current Liabilities	180,869	187,288	187,471
Total Current Liabilities	204,382	330,855	327,572
Long Term Liabilities			
29000 · Lease Liability - Office Space	126,852	126,852	2,941
29001 · Lease Liability - Copier	6,292	6,292	11,210
Total Long Term Liabilities	133,144	133,144	14,152
Total Liabilities	337,526	463,999	341,724
Equity			
31000 · General Fixed Asset Equity	13,450	13,450	13,450
35000 · Capital Contribution	193,000	193,000	193,000
39000 · Retained Earnings	1,357,723	1,357,723	1,089,308
Net Income	196,420	183,902	261,808
Total Equity	1,760,593	1,748,075	1,557,566
TOTAL LIABILITIES & EQUITY	2,098,120	2,212,074	1,899,290

Tri-County Regional Planning Commission

Statement of Cash Flows

July 2024 through January 2025

	<u>Jan 25</u>	<u>Jul '24 - Jan 25</u>
OPERATING ACTIVITIES		
Net Income	12,518	196,420
Adjustments to reconcile Net Income to net cash provided by operations:		
13000 · Accounts and Grants Receivable	(10,910)	43,530
13001 · Accrued Receivables	10,021	2,783
15000 · Prepaid Expenses	4,453	(5,359)
20000 · Accounts Payable	(119,173)	(137,958)
20001 · Accounts Payable - Prev. Period	(881)	-
21000 · Accrued Expenses	356	209
21100 · Accounts Payable - Employees	(114)	81
22100 · Accrued Wages Payable	1,215	1,836
22200 · Accrued Vacation/Personal Time	(1,709)	(667)
22300 · Unvested Retirement	-	(5,818)
22503 · FICA & Medicare	93	140
22504 · IL Unemployment Taxes	288	403
22516 · IMRF - Commission	(0)	4,074
22520 · United Way	7	(13)
23101 · Deferred Revenue - IDOT	(3,889)	48,172
23210 · Kickapoo Creek Watershed-Local	-	(2,935)
28000 · Current Lease Liab. - Office Sp	(2,199)	11,175
28001 · Current Lease Liab. - Copier	(466)	2,344
Net cash provided by Operating Activities	<u>(110,389)</u>	<u>158,417</u>
INVESTING ACTIVITIES		
17100 · Computer Equipment	-	(38,858)
17101 · Accum. Deprec. - Computers	2,014	10,601
19000 · Right of Use - Office Space	2,517	(133,151)
19001 · Right of Use - Copier	472	2,621
Net cash provided by Investing Activities	<u>5,003</u>	<u>(158,787)</u>
FINANCING ACTIVITIES		
29000 · Lease Liability - Office Space	-	123,910
29001 · Lease Liability - Copier	-	(4,918)
Net cash provided by Financing Activities	<u>-</u>	<u>118,992</u>
Net cash increase for period	<u>(105,387)</u>	<u>118,623</u>
Cash at beginning of period	<u>1,626,386</u>	<u>1,402,377</u>
Cash at end of period	<u><u>1,521,000</u></u>	<u><u>1,521,000</u></u>

Tri-County Regional Planning Commission

Profit & Loss

January 2025

	CURRENT Month	Previous Month	FY25 - CURRENT YTD	FY24 - PREVIOUS YTD
	Jan 25	Dec 24	Jul '24 - Jan 25	Jul '23 - Jan 24
Ordinary Income/Expense				
Income				
41000 · Federal Grants and Awards	95,238	135,918	897,195	944,623
42000 · State Grants and Awards	20,399	26,451	169,083	205,781
43000 · Local Matching Contributions	(112)	(6,076)	255,273	262,729
44000 · Charges for Services	3,851	1,989	26,662	34,238
46000 · Interest Income	115	117	755	641
Total Income	119,491	158,399	1,348,968	1,448,011
Gross Profit	119,491	158,399	1,348,968	1,448,011
Expense				
60500 · Amortization Expense	2,989	2,989	21,171	28,440
61000 · Computer Expenses	1,057	12,191	28,464	19,934
61500 · Outside Services	12,400	80,724	423,742	531,517
62000 · Depreciation	2,014	1,474	10,601	11,681
63000 · Employee Benefits	20,851	20,906	147,868	116,566
63400 · Interest Expense	766	778	4,807	768
63500 · Office Administration	2,195	551	11,307	11,441
64000 · Miscellaneous	317	241	4,406	6,837
65000 · Professional Fees	-	-	31,233	28,301
65500 · Facility Costs	1,183	1,175	9,297	4,204
66000 · Salaries and Wages	62,745	63,878	446,929	416,553
66500 · Training & Education	326	-	5,581	2,300
67000 · Travel	131	102	7,144	7,660
Total Expense	106,973	185,010	1,152,548	1,186,203
Net Ordinary Income	12,518	(26,611)	196,420	261,808
Net Income	12,518	(26,611)	196,420	261,808

**Tri-County Regional Planning Commission
Check Register - Operating Account
JANUARY 2025**

Date	Num	Name	Memo	Amount
01/02/2025	ACH	IL Dept of Employment Security	IL Unemployment Tax - 4th Qtr 2024	163.13
01/03/2025	ACH	Staff - Payroll	Payroll 12/16/24 - 12/31/24	23,161.83
01/03/2025	ACH	Department of the Treasury	Payroll Taxes 12/16/24 - 12/31/24	7,501.58
01/03/2025	ACH	Illinois Department of Revenue	Payroll Taxes 12/16/24 - 12/31/24	1,445.52
01/03/2025	ACH	CEFCU	Payroll Liability 12/16/24 - 12/31/24	50.00
01/03/2025	ACH	Nationwide Retirement	Nationwide Retirement - 12/16/24 - 12/31/24	775.00
01/03/2025	ACH	IMRF	IMRF Pension Payment - 12/16/24 - 12/31/24	5,049.77
01/03/2025	1543	Baxter & Woodman	Consultant Services - IEPA Kickapoo Creek	1,687.00
01/03/2025	1544	Blue Cross Blue Shield of Illinois	Health Insurance - 01/2025	9,222.47
01/03/2025	1545	City of Peoria	Rent - 01/2025	2,950.00
01/03/2025	1546	Gatehouse Media	Legal Notices	241.40
01/03/2025	1547	Lardner Klein Landscape Architects	Consultant Services - IDOT FY24 UPWP	20,216.00
01/03/2025	1548	Xerox Financial Services	Copier Lease	481.43
01/10/2025	ACH	Delta Dental	Dental Insurance	486.35
01/10/2025	ACH	Facet Technologies	GIS Web Hosting	385.00
01/10/2025	ACH	Guardian	Life, Disability, and Vision Insurance	613.92
01/10/2025	ACH	Lochmueller Group	Consultant Services - FHWA SS4A	7,588.81
01/10/2025	ACH	Lochmueller Group	Consultant Services - IDOT FY24 UPWP	8,000.00
01/10/2025	ACH	MIOVISION Technologies	Equipment - Multimodal Network Grant	11,142.08
01/10/2025	ACH	MIOVISION Technologies	Equipment - Multimodal Network Grant	38,857.92
01/10/2025	ACH	The Cleaning Source	Office Cleaning	202.00
01/10/2025	ACH	WEX Bank	Fuel - Commission Vehicle	33.36
01/17/2025	ACH	Staff - Payroll	Payroll 01/01/25 - 01/15/25	21,057.00
01/17/2025	ACH	Department of the Treasury	Payroll Taxes 01/01/25 - 01/15/25	6,903.54
01/17/2025	ACH	Illinois Department of Revenue	Payroll Taxes 01/01/25 - 01/15/25	1,332.76
01/17/2025	ACH	CEFCU	Payroll Liability 01/01/25 - 01/15/25	50.00
01/17/2025	ACH	Nationwide Retirement	Nationwide Retirement - 01/01/25 - 01/15/25	1,225.00
01/17/2025	ACH	IMRF	IMRF Pension Payment - 01/01/25 - 01/15/25	4,673.60
01/24/2025	ACH	Morton Community Bank	Bruner - Payment for CC Charges	348.09
01/29/2025	ACH	ESRI, Inc.	ArcGIS Credits	600.00
01/29/2025	ACH	Heartland Parking	Parking Validations	58.00
01/29/2025	ACH	Heartland Parking	Monthly Parking	1,017.00
01/29/2025	ACH	Hinckley Springs	Drinking Water	103.92
01/29/2025	ACH	IT Unified	Monthly Services	1,251.00
01/29/2025	ACH	Pearl Technology	Gsuites Subscription	880.60
01/29/2025	ACH	PGAV Planners, LLC	Consultant Services - East Peoria Comp Plan	6,113.15
01/31/2025	1549	TERRA Engineering, Ltd	Consultant Services - IDOT FY24 UPWP	30,000.00
01/31/2025	1550	Xerox Financial Services	Copier Lease	481.43
01/31/2025	1551	Baxter & Woodman	Consultant Services - IEPA Kickapoo Creek	3,736.00
01/31/2025	ACH	Morton Community Bank	Service Charge	14.89
Register			Total Checks	220,100.55

**Tri-County Regional Planning Commission
Credit Card Register
JANUARY 2025**

Date	Employee Card	Vendor	Memo	Amount
01/03/2025	Miller	Meineke	Commission Vehicle - Repairs & Maintenance	505.85
01/07/2025	Miller	Gannett Media - PJ Star	2-year Subscription	25.00
01/07/2025	Bruner	Qbox	QuickBooks File Management	20.00
01/15/2025	Bruner	i3 Broadband	Internet Service	117.48
01/21/2025	Bruner	American Planning Association	APA Membership - Crutcher	310.75
01/26/2025	Abi-Akar	Amazon	Office Supplies	61.75
01/30/2025	Bruner	Adobe	Adobe Subscription - Main Account	200.71
01/31/2025	Abi-Akar	USPS	Postage for Legal Notices - HSTP	204.39
01/31/2025	N/A	Morton Community Bank	Finance Charges	0.00
Register			Total Charges	1,445.93

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

RESOLUTION 25-39

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO APPROVE THE FINANCIAL REPORTS AND BILLINGS FOR JANUARY 2025

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 2025 and recommends that the Commission approve said reports.

THEREFORE, BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:

That Commission accepts and approves the financial reports and cash disbursements for December 2024.

Presented this 5th day of March 2025

Adopted this 5th day of March 2025

ATTEST:

Greg Menold, Chairman
Tri-County Regional Planning Commission

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

Tri-County Regional Planning Commission

Capitalization Policy

Revised: 07/01/2024, beginning FY25

1. Purpose

This accounting policy establishes the minimum cost (capitalization amount) that shall be used to determine the capital assets and subscription-based information technology arrangements (SBITAs) that are to be recorded in Tri-County Regional Planning Commission's annual financial statements/books.

2. Capital Asset Definition

A "Capital Asset" is defined as a unit of property that: (1) has an economic useful life that extends beyond 12 months; **and** (2) was acquired or produced for a cost of \$5,000 or more. Capital Assets must be capitalized and depreciated for financial statement/bookkeeping purposes.

3. SBITA Definition

A "SBITA" is defined as a subscription-based information technology arrangement that: (1) entitles the user to access or control of software or technology for a period of time greater than 12 months; **and** (2) has a total contract amount of \$5,000 or more. In compliance with GASB 96, SBITAs must be recorded as both a liability and as a right-of-use asset that must be capitalized and amortized for financial statement/bookkeeping purposes.

4. Capitalization thresholds

Tri-County Regional Planning Commission establishes \$5,000 as the threshold amount for minimum capitalization. Any items costing below this amount should be expensed in Tri-County Regional Planning Commission's financial statements/books.

5. Capitalization method and procedure

All Capital Assets are recorded at historical cost as of the date acquired.

Tangible assets costing below the aforementioned threshold amount are recorded as an expense for Tri-County Regional Planning Commission's annual financial statements. Alternatively, assets with an economic useful life of 12 months or less are required to be expensed for financial statement purposes, regardless of the acquisition or production cost.

Tri-County Regional Planning Commission

Capitalization Policy

Costs of normal maintenance and repairs that do not add value to the asset or materially extend asset lives are not capitalized.

Technology contracts are considered intangible assets, and the capitalization amount is based upon the total cost of the agreement over the lifetime of the contract.

Subscription-based information technology contracts for 12 months or less are recorded as an expense for Tri-County Regional Planning Commission's annual financial statements. SBITAs with a total contract cost of less than the aforementioned capitalization threshold amount, even if the contract exceeds 12 months, are recorded as an expense for Tri-County Regional Planning Commission's annual financial statements.

GASB 96 requires SBITA right-of-use assets to be recorded and amortized over the life of the contract. The corresponding lease liability for the SBITA is recorded as the total value of the contract discounted at the interest rate included in the contract, or prevailing market interest rate on the date of the purchase.

6. Recordkeeping

Invoices and contracts substantiating the acquisition cost of each unit of property or subscription to technology shall be retained for a minimum of four years.

7. Depreciation

Depreciation expense is recognized over the asset's estimated useful lives using the straight-line method of depreciation. The estimated useful asset lives by type of asset follow:

	<u>Years</u>
Computers and Equipment	3
Vehicles	5
Office Furniture and fixtures	7

8. Amortization

Amortization expense for a subscription-based information technology arrangement is recognized over the period of time covered by the contract for the technology.

RESOLUTION 25-40

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION AMENDING THE CAPITALIZATION POLICY.

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, the Commission is committed to continuing to improve its policies and procedures for internal controls over operations to ensure proper handling of assets and financial records; and

WHEREAS, the Commission undergoes an annual financial audit, and those auditors have recommended a change in the Commission's capitalization policy; and

WHEREAS, the Commission's existing capitalization threshold is to be updated from \$2,500 to \$5,000 to better distinguish major asset purchases, and eliminate excess recordkeeping of smaller purchases; and

WHEREAS, the Commission's existing Capitalization Policy does not include procedure and threshold limits for subscription-based information technology agreements (SBITAs) and the new policy includes both procedure and threshold limits for SBITAs; and

WHEREAS, the Ways & Means Committee has reviewed and recommended approval of the above-mentioned policy, and

NOW THEREFORE, BE IT RESOLVED BY COMMISSION AS FOLLOWS:

That the Commission accepts the Ways & Means Committee recommendation to update the existing capitalization threshold to \$5,000.

Presented this 5th day of March 2025

Adopted this 5th day of March 2025

Greg Menold, Chairman
Tri-County Regional Planning Commission

ATTEST:

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

Resolution 25-41

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO AMEND THE PURCHASE MAINTENANCE FOR GIS SOFTWARE FROM ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE (ESRI).

WHEREAS, the Tri-County Regional Planning Commission, hereafter referred to as the Commission, offers a wide range of services to its members, which require the use of ESRI ArcGIS software, and

WHEREAS, ESRI is a subscription-based software, which requires a yearly maintenance contract to receive updates and technical support, and

WHEREAS, asset management is an emphasis area in the Infrastructure Investment Jobs Act. Updated GIS software will provide the Commission and its members with an effective tool to collect the region’s assets, and

WHEREAS, Staff evaluates the licenses on an annual basis to determine that they align with the Commission’s goals, and

WHEREAS, ESRI amended a prior invoice in July 2024 to reflect changes in licensing structure, but did not notify the Commission of the amendment until November 2024, and Staff worked from December 2024 to February 2025 with ESRI Customer Service to investigate the late amendment notice, and

WHEREAS, the amendment for ESRI GIS software purchase and associated credits and subscriptions will not exceed \$11,000, and

WHEREAS, adequate funding for these purchases has been included in the UPWP line item of the FY25 budget.

THEREFORE, BE RESOLVED BY THE COMMISSION AS FOLLOWS:

That the Commission authorizes the Executive Director to purchase GIS software, subscriptions, and credits for an amount not to exceed \$11,000.

Presented this 5th day of March 2025

Adopted this 5th day of March 2025

Greg Menold, Chairman
Tri-County Regional Planning Commission

ATTEST:

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

RESOLUTION 25-42

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO AND IMPLEMENT A CONTRACT FOR GEOGRAPHIC INFORMATION SYSTEM SUPPORT SERVICES FOR LOGAN COUNTY.

WHEREAS, staff from the Tri-County Regional Planning Commission, hereafter referred to as the Commission, met with officials from Logan County to set a scope of work for services to renew the current contract, and

WHEREAS, the Commission submitted a proposal and budget to Logan County for the scope of services, and

WHEREAS, the proposal, budget, and scope of services includes the assignment of a GIS Specialist for Logan County GIS support services.

THEREFORE BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:

That the Commission authorizes its Executive Director to enter into a contract for geographic information system support services from January 1, 2025 through November 30, 2025, with Logan County for an amount not to exceed \$45,000.

Presented this 5th of March 2025

Adopted this 5th day of March 2025

Greg Menold, Chairman
Tri-County Regional Planning Commission

ATTEST:

Eric Miller, Executive Director
Tri-County Regional Planning Commission

RESOLUTION 25-43

A RESOLUTION BY THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO PROGRAM FISCAL YEAR 2025 LOCAL FUNDING TO THE CITY OF CHILlicoTHE AND AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACTS WITH THE CITY OF CHILlicoTHE AND HANSON PROFESSIONAL SERVICES TO EXECUTE ADDITIONAL BENEFIT-COST ANALYSIS STUDIES.

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

WHEREAS, Beginning in Fiscal Year 2016 (FY16), the Commission has set aside MPO funds annually to be programmed for local jurisdictions in the Metropolitan Planning Area (MPA) to undertake consultant-led special transportation planning projects; and

WHEREAS, in FY24 The Commission funded a Benefit-Cost Analysis (BCA) for The Burlington Northern Sante Fe Railroad Viaduct that intersects with IL-29 in Chillicothe, the purpose of the BCA was to develop economic data that would support a federal discretionary grant application on behalf of the City; and

WHEREAS, the Consultant performing the work has identified several additional tasks that would add value to the economic work performed, the work items include increased coordination with BNSF officials and the development of a strategic funding plan, all items that were outside of the original scope of work; and

WHEREAS, the Executive Board met on February 10, 2025, and unanimously recommends the Commission to fund additional work on the City of Chillicothe's BCA for IL-29 Viaduct; and

NOW THEREFORE, BE IT RESOLVED BY COMMISSION AS FOLLOWS:

That the Commission accepts the Executive Board recommendation, and programs up to \$30,000 of local funds of which 50% of said funds will be reimbursed by the City of Chillicothe, and furthermore authorizes the Executive Director to enter into a contract with the City of Chillicothe and Hanson Professional Services to complete the work.

Presented this 5th day of March 2025

Adopted this 5th day of March 2025

ATTEST:

Greg Menold, Chairman
Tri-County Regional Planning Commission

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

RESOLUTION 25-44

A RESOLUTION OF THE TRI COUNTY REGIONAL PLANNING COMMISSION TO ENTER INTO A COST SHARING AGREEMENT WITH THE CITY OF PEORIA IN SUPPORT OF PASSENGER RAIL SERVICE AND FINANCIAL PARTICIPATION IN THE DEVELOPMENT OF A SERVICE DEVELOPMENT PLAN FOR THE FEDERAL RAIL ADMINISTRATION'S RAIL CORRIDOR IDENTIFICATION AND DEVELOPMENT PROGRAM

WHEREAS, pursuing passenger rail services in the region is a strategic goal of the Tri-County Regional Planning Commission; and

WHEREAS, the Peoria Metropolitan Area is the largest Metropolitan Area in Illinois without a commitment for passenger rail service; and

WHEREAS, grassroots coalition including mayors, local, state, and federal officials, business and economic leaders and many other stakeholders have shown great support for passenger rail service along the Illinois River corridor, and creating an economical and environmentally attractive addition to highway travel; and

WHEREAS, the Illinois Department of Transportation has conducted a feasibility study for passenger rail between Peoria and Chicago and has concluded that service between the two regions would be successful and thus listing the service into the State of Illinois' passenger rail plan; and

WHEREAS, in November of 2021, Congress passed a major bi-partisan infrastructure bill, which includes approximately sixty-six (66) billion-dollar allocation for passenger rail and Amtrak; and

WHEREAS, in 2023 The City of Peoria's application was selected as one of sixty-two projects nationwide to be included in the Federal Rail Administration's Rail Corridor Identification and Development program. A three-phase program that will allow the Peoria Region to jointly develop passenger rail in conjunction with federal partners; and

WHEREAS, Phase 1 of the three-phase process is complete, and Phase 2 of the process requires a local match of 10% of the projects estimated cost. Phase 2 will result in a Service Development Plan which is required by federal officials to move forward in the process; and

WHEREAS, the City of Peoria is requesting assistance from all partners along the proposed rail line; and

WHEREAS, the Service Development Plan for the Federal Rail Administration's Rail Corridor Identification and Development program and is estimated to cost up to \$4,000,000; and

NOW, THEREFORE BE IT RESOLVED BY COMMISSION that the Tri-County Regional Planning Commission is in support of pursuing passenger rail service from Peoria, Illinois to the Chicago region and thus directs Commission staff to assist all efforts for the inclusion into the Federal Rail Administration's Rail Corridor Identification and Development Program and furthermore committing up to \$50,000 in local funding to assist in development of the Plan.

Presented this 5th day of March 2025

Adopted this 5th day of March 2025

ATTEST:

Greg Menold, Chairman
Tri-County Regional Planning Commission

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