



# TRI-COUNTY REGIONAL PLANNING COMMISSION

EST. 1958

## AGENDA

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

Wednesday, May 7, 2025, at 9:00 a.m.  
456 Fulton St, Room 420  
Peoria, IL 61602

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#### 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#

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- 1. Call to Order, Welcome, Recognition of Audience, Introduction of New Commissioners**
- 2. Roll Call**
- 3. Public Comment**
- 4. Motion to approve the Meeting Minutes of April 2, 2025**
- 5. Chairman report**
- 6. Executive Director report**
- 7. Ways and Means Report**
  - a. Motion to approve the March 2025 Financial Statements and Billings (Resolution 25-58)
  - b. Present, review and discuss FY26 Budget
- 8. Administration**
  - a. Motion to approve the appointment of Patrick Urich to the Executive Board as replacement for Mayor Rita Ali for the remainder of FY25 (Resolution 25-56)
  - b. Motion to adopt the Slate of Officers, Executive Board, Committee Chairpersons and Members for a Period from July 1, 2025-June 30, 2026. (Resolution 25-57)
  - c. Motion to approve amendments to Employee Handbook (Resolution 25-46)
    - i. Complaint Policy
    - ii. Parental Leave Policy
    - iii. Professional Fee Reimbursement Policy
  - d. Motion to approve adjusting Wage and Salary Schedule (Resolution 25-54)
  - e. Motion to approve Cost-of-Living Salary Adjustments for eligible staff (Resolution 25-53)
  - f. Motion to approve IMRF Resolution allowing buy-back of out-of-state time (Resolution 25-48)
  - g. Motion to approve out-of-state travel for one Planner to attend the 2025 Transit Retreat June 25-26, 2025, in Des Moines, IA (Resolution 25-59)
  - h. Motion to approve Executive Director entering into agreement with Village of Creve Coeur for technical services related to Northern Tazewell County Enterprise Zone (Resolution 25-60)
- 9. Transportation**
  - a. Motion to approve Executive Director entering into agreement with IDOT and CityLink to complete Bus Stop Inventory and Analysis (Resolution 25-55)
  - b. Motion to adopt the Human Service Transportation Plan (HSTP) Region 5 Update (Resolution 25-61)  
[https://tricontyrpc.org/wp-content/uploads/HOI-HSTP-2025\\_final-reduced.pdf](https://tricontyrpc.org/wp-content/uploads/HOI-HSTP-2025_final-reduced.pdf)
  - c. Call for Projects – FY 2026 Special Transportation Studies – attachment
- 10. Updates**
  - a. Reminder – FY 2026 Joint Funding Agreement – attachment
  - b. IDOT
  - c. FHWA
- 11. Other**
  - a. Next meeting is scheduled for June 4, 2025, at 9:00 a.m.
- 12. Adjournment**

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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)

**Full Commission/Executive Board (in lieu of Lack of Quorum): April 2, 2025, 9:00 a.m.**

### 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	Present	Absent	Commissioner	Present	Absent
<b>Amanda Beadles</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>Terry Keogel</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>Karl Figg</b> Germantown Hills	X		<b>Russ Crawford</b> Tazewell Co.	X	
<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	~X	
<b>Gary Manier</b> Washington		X	<b>Karen Dvorsky</b> IDOT		X
<b>James Dillon</b> West Peoria	X				

~ = Virtual participant

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

#### 3. Public Comment

Eric Miller welcomed Irene Pritzker from the League of Women Voters, and introduced Kathie Brown from Greater Peoria Economic Development Council.

#### 4. Motion to Approve the Meeting Minutes of March 5, 2025

Autum Jones moved to approve the March 5, 2025 meeting minutes, seconded by John Kahl.  
Motion carried.

#### 5. Chairman Report

None

## 6. Executive Director report

a. Eric Miller reported on the following:

- Tri-County will have a presentation of the completed LRTP later in the meeting, but he wanted to publicly thank staff for all their hard work on this huge project.
- There is a new HSIP grant that Tri-County is planning to utilize for guardrails, though costs from the locations identified in the previous grant are coming in high due to inflation.
  - Michael Bruner stated that the plan is to submit another HSIP grant to fund the guardrails that were designated with Tri-County's existing grant but will not be constructed due to funding constraints.
  - Michael also stated that Tri-County will submit a second application if additional jurisdictions with a guardrail inventory want to submit guardrails for improvement.
  - Rick Powers stated that to have to wait five years on a safety project is unconscionable; he is dismayed at the time required. Where is the urgency? Once the issue is reported, it needs to be addressed. Peoria went ahead and started on their list without a grant because of the importance of the issues.
- Tri-County will be taking over CDBG administration. Give Tri-County a call if you need CDBG assistance, as Jim Cummings at GPEDC is retiring.
- Tri-County is meeting with CityLink regarding a planning services contract.

## 7. Ways and Means Report

a. **Motion to approve the February 2025 Financial Statements and Billings (Resolution 25-45)**

Camille Coates moved to approve the February 2025 Financial Statements and Billings (Resolution 25-45); Nate Parrott seconded the motion. Rebecca Eisele reported on the February 2025 financial statements:

Rebecca Eisele reported the following:

- Total Operating Cash at the end of the month was approximately \$982k. Operating cash increased by \$136k in February, compared to January.
- Total Accounts Receivable balance at the end of the month was \$297k. Of the A/R balance, \$235k was federal funds, \$45k was state funds, and \$16k was local funds.
- Accounts Payable balance at the end of the month was \$100k, and of that amount there was \$90k in unpaid pass-through expenses as of the end of February. The remaining \$10k Accounts Payable balance at the end of February was for regular bills.
- February had 19 regular working days, 1 paid holiday, and 52.5 hours of PTO were used by staff.
- Total Revenue for February was \$136k.
- Total Expenses for February were \$122k.
- February ended with a surplus of approximately \$14.5k.
- Approximately \$40k of local TCRPC funds have been used in FY25 for local matching funds for grants.
- Fiscal Year 2025 has a surplus of approximately \$182k.

Motion carried.

b. **Motion to approve the recommendation of selected firm to complete the financial and compliance audit for the fiscal year 2025 (Resolution 25-47)**

Autum Jones motioned to approve recommendation of selected firm to complete the financial and compliance audit for the fiscal year 2025 (Resolution 25-47), seconded by Camille Coates.

Camille Coates reported that Ways and Means discussed this earlier. There were three respondents, narrowed down to two, MH and Sikich. One issue that was discussed was whether the Commission would have excessive eyes on it due to using the same auditor for so many years, but the comfort level is with MH because they are able to use a different set of auditors, rather than starting with a different firm that would have to learn this organization, and at an added expense. Eric stated that there was a third applicant that was not as qualified. This is for a one-year engagement for \$26,950 with the opportunity to renew for up to five years, with the understanding that there would be a different team of auditors than last year.

Motion carried.

## 8. Administration

- a. ~~Motion to approve IMRF Resolution allowing buy back of out-of-state time (Resolution 25-48)~~  
Stricken due to more research being required.

## 9. Transportation

- a. **Motion to adopt the Long-Range Transportation Plan (LRTP) 2050 (Resolution 25-49)**

[https://tricountyrpc.org/wp-content/uploads/LRTP-2050-Plan\\_Final-Draft-reduced.pdf](https://tricountyrpc.org/wp-content/uploads/LRTP-2050-Plan_Final-Draft-reduced.pdf)

John Kahl motioned to adopt the Long-Range Transportation Plan (LRTP) 2050 (Resolution 25-49), and James Dillon seconded the motion.

Reema Abi-Akar reported the following:

- An LRTP is a 25-year snapshot of the state of the regional transportation system. The Plan includes a fiscally constrained project list for the 25-year planning horizon and illustrative list for projects unable to make the fiscally constrained list.
- A 30-day public comment period was held from March 3, 2025, to April 1, 2025. During this time, two public meetings were held during existing MPO meetings.
  - Full Commission, March 5, 2025
  - MPO Technical Committee, March 19, 2025
- During the public comment period, staff received a few clarification comments from member jurisdictions ensuring projects are included in the LRTP.
  - From these comments, only one project needed to be added to the LRTP: Hickory Point Road Pavement Preservation. The project limits are from IL-116 to Santa Fe Trail in Woodford County. Due to the Plan already being fiscally constrained, this project was added to the Illustrative List with an anticipated cost of \$500,000.
- The LRTP 2050 was reviewed and recommended by the Technical Committee at their meeting on March 19, 2025.

Motion carried.

- b. **Motion to approve the FY 2026 United Planning Work Program (UPWP) (Resolution 25-50)**

<https://tricountyrpc.org/wp-content/uploads/DRAFT-FY2026-UPWP-TCRPC.pdf>

Leon Ricca motioned to approve the FY 2026 United Planning Work Program (UPWP) (Resolution 25-50), seconded by Danny Phelan.

Michael Bruner reported the following:

- Like the LRTP, the Unified Planning Work Program (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 and all transportation planning activities with a corresponding budget Tri-County proposes to undertake during FY 2026 (July 1, 2025, through June 30, 2026).
- At the MPO Technical Committee meeting on March 19, 2025, the Committee recommended that the Commission approve and adopt the FY 2026 UPWP.

Motion carried.

c. **Motion to approve the FY 2026 Joint Funding Agreement (Resolution 25-51)**

John Kahl motioned to approve the FY 2026 Joint Funding Agreement (Resolution 25-51), seconded by Leon Ricca.

Michael Bruner reported the following:

- At the MPO Technical Committee meeting on March 19, 2025, the Committee recommended that the Commission approve the FY 2026 Joint Funding Agreement.
- The MPO's PL marks for FY 2026 are almost identical to this year's allotment.
- The Commission's PL Marks are as follows:
  - \$974,105.55 in Federal funding and \$243,526.39 in non-Federal match funding, amounting to a total project budget of \$1,217,631.94.
- For FY 2026, the Commission will be utilizing the State Metropolitan Planning Funds for the non-federal match. Therefore, the FY 2026 membership dues will be utilized as local dollars and programmed by this body (Full Commission) in a separate work program. Some examples of previous years' uses are matching grants, such as the Safe Streets and Roads for All (SS4A) and Statewide Planning and Research (SPR) grants.
- For determining each jurisdiction membership fee, each agency's previous calendar year's MFT allotment is summed to gather the total MFT allotment for the region. Each jurisdiction's MFT allotment is divided by the total MFT allotment for the region and multiplied by 100. This determines each agency's percentage of the regional MFT allotment. That percentage is used in determining their required contribution for the FY 2026 membership fee.

Motion carried.

d. **Motion to approve the Transportation Improvement Program (TIP) Amendments (Resolution 25-52)**

Danny Phelan motioned to approve the Transportation Improvement Program (TIP) Amendments (Resolution 25-52), seconded by John Kahl.

Michael Bruner reported the following:

i. **Project S-27-08 IL-40 Miscellaneous Improvements**

- The project is installing a traffic signal on the IL-6 Northbound ramp terminal.
- The HSIP funding source is being added, and adjustments to the NHPP and State funding sources are being made accordingly.
- The project is being moved from the FY 2027 Program to the FY 2026 Program with the planned letting date of June 13, 2025.

ii. **Project PC-27-01 Radnor Road Phase II Engineering**

- The project will provide Phase II Engineering for Radnor Rd from 950 feet north of Ridgeview Drive to Willow Knolls Rd.
- The project is being added to the FY 2027 Program.

Motion carried.

## **10. Updates**

### **a. IDOT**

Doug DeLille reported that Anna Musial and Jon Paul Diipila have returned to work. He received an email from the Association of Metropolitan Planning Organizations that was a directive again from executives to transfer money from TIFIA (Transportation Infrastructure Finance and Innovation Act) and redistribute it through the STBG formula program to the MPOs. He received no further guidance other than it was going to happen.

### **b. FHWA**

No updates.

## **11. Other**

### **a. Report back from Building Resilient Economies in Coal Communities (BRECC) Conference**

Debbi La Rue shared handouts and gave a synopsis of her trip to the BRECC Conference in February with Kathie Brown from Greater Peoria Economic Development Council. At the conference, they gave a brief presentation of diversification strategies for communities that are transitioning from a coal economy. Some of the strategies have a natural alignment with Tri-County's mission, having to do with transportation and microtransit, and some regional housing strategies. Tri-County will share this potential alignment with the Executive Committee, then GPEDC will begin using some of these implementation strategies.

### **b. Next meeting is scheduled for May 7, 2025, at 9:00 a.m.**

## **12. Adjournment**

Leon Ricca moved to adjourn the meeting, and Autum Jones seconded. The motion carried, and the meeting adjourned at 9:42 a.m.

Submitted by: Eric Miller, Executive Director

Recorded by: Michael Brunner

Transcribed by: Lori Reynolds

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

Project	Activity	Status
Administrative		
Headlines		
	Monitored Presidential Executive Orders regarding Federal Transportation Bill Funding	Ongoing
	Coordination with IDOT regarding Federal Funding Issues	Ongoing
	Ongoing meetings with Rail leadership and FRA regarding Peoria Passenger Rail	Ongoing
	Regional Housing Coordination	Ongoing
	Expanded Brownfields Assessment Grant project area	Ongoing
	Safe Streets for All Plan	Ongoing
	Received Contract from IDOT OIPI for City Link Bus Stop inventory	Ongoing
Personnel	Semi-annual staff reviews ongoing	Complete
	Internal update to Salary and benefits study	Ongoing
	Updates to Employee Handbook as a result for input from Personnel Committee	Ongoing
Website	Content review of website.	Ongoing
Planning Issues		
Illinois River Issues		
	Started Discussion regarding Regional Strategic Planning Session on the Environment	
		Ongoing
HUD Healthy Homes	Work Ongoing	Ongoing
Water Supply Planning	Work has commenced	Ongoing
Watershed Planning	Kickapoo Creek Watershed Plan, work is ongoing	Ongoing
EPA Brownfield Assessment	Work has commenced	Ongoing
Peoria County Comp Plan	Consultant Selection	Ongoing
GIS Projects/ Asset Management		
Village of Elmwood	Dunlap	Ongoing
Washburn	Peoria Heights	Ongoing
Minonk	Village of North Pekin	Ongoing
Delavan	Village of Washburn	Ongoing
North Pekin	Peoria Park District	Ongoing
El Paso	Tremont	Ongoing
Hollis Park District	Hanna City	Ongoing
Chillicothe	Creve Coeur	Ongoing
Logan County GIS technical assistance	contract extension executed	Ongoing
MPO/Transportation		
Technical Committee	Prepare agenda for and coordination for Technical Meetings	ongoing
Transportation Improvement Program	FY 25 TIP amendments	Ongoing
	Creation of web based TIP document	Ongoing
2045 Long Range Transportation Plan Update	Finalize Public Comment period make final edits to document - April 2025 Adoption	Ongoing
Highway Safety Improvement Program Guardrails	Engineering phase underway	Ongoing
Active Transportation Planning	Work with various Stakeholders, coordination of planning efforts	ongoing
Safe Streets for All SS4A plan	Project is underway, coordinating with consultant	Ongoing
		Ongoing
Special Transportation Studies		
FY24		
IL29 Viaduct CBA	Project Completed	Complete
Germantown Hills Trail feasibility Study	Project Completed	Complete
Peoria Heights Active Transportation Plan	Project Completed	Complete
Waverly Ave Traffic Study	Project Completed	Complete
FY25		
Bartonville Active Transportation plan	Consultant procurement	Ongoing
City of Peoria Bike Plan update	Work has commenced	Ongoing
City of East Peoria Storm Sewer Inv.	Work has Commenced	Ongoing
Peoria Heights Parking Study	Work has commenced	Ongoing
State Planning and Research projects		
FY 23 State Planning and Research Funding		
Heart of Illinois Regional Port District Master Planning	Project Ongoing	Ongoing
Regional Community Planning	Project underway/ Executed No Cost contract extension with IDOT	Ongoing
East Peoria	Project Underway	Ongoing
Bartonville	Plan adopted by Village	Complete
Creve Coeur	Project Underway	Ongoing

Germantown Hills	Project Underway	Ongoing
Village of Brimfield	Project Underway	Ongoing
FY 24 State Planning and Research Funding	Bike and Ped counting equipment and consultant for Traffic Signal data collection-	Ongoing
	Consultant selection complete/ Negotiating Contract Scope, Equipment acquired	
FY25 State Planning and Research Funding		
IL 29 Multimodal Study	Scope Development. Consultant Procurement	Ongoing
HSTP/Transportation		
5310 program Grant	Issued Call for projects	Ongoing
HSTP Plan	Commission Adopted Plan	Ongoing
HSTP meetings		Ongoing



# MARCH 2025

## Financial Summary

### Full Commission

	March-25	February-25	FY25 YTD
<b>Net Income / (Loss)</b>	<b>(5,965)</b>	<b>8,855</b>	<b>170,656</b>

	March-25	February-25	FY25 YTD
<b>Internal Funds Used for FHWA SS4A Plan</b>	<b>(8,176)</b>	<b>(6,474)</b>	<b>(30,002)</b>
<b>Internal Funds Used for IEPA Kickapoo Creek Study</b>	<b>(1,950)</b>	<b>(2,382)</b>	<b>(10,277)</b>
<b>Internal Funds Used for Multimodal Network</b>	<b>-</b>	<b>-</b>	<b>(10,000)</b>
<b>TOTAL INTERNAL FUNDS USED - FY25</b>	<b>(10,126)</b>	<b>(8,855)</b>	<b>(50,280)</b>

**Page 1      Monthly Financial Summary**

**Page 2      PPUATS Joint Funding Account Summary**

**Page 3      Balance Sheet**

	March-25	February-25	Increase / (Decrease)
Operating Cash	929,516	981,880	(52,364)
Joint Funding Account	645,981	662,281	(16,300)
All Unrestricted and Restricted Cash	1,584,936	1,653,599	(68,663)

Accounts Receivable	March-25	February-25	Increase / (Decrease)
<b>Total Accounts Receivable</b>	<b>357,896</b>	<b>332,318</b>	<b>25,578</b>
Total Federal Receivables	305,922	270,593	35,329
Total State Receivables	46,191	45,479	712
Total Local Receivables	5,783	16,247	(10,463)

Accounts Payable	March-25	February-25	Increase / (Decrease)
<b>Total Accounts Payable at EOM</b>	<b>95,713</b>	<b>141,172</b>	<b>(45,459)</b>
A/P to be billed - Pass-throughs	93,087	130,615	(37,529)
A/P indirect costs	2,627	10,557	(7,930)

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

**Page 5      Income Statement**

	March-25	February-25	Increase / (Decrease)
Current Income	362,926	171,574	191,352
Current Expenses	(368,891)	(162,719)	(206,171)
<b>Net Income / (Loss)</b>	<b>(5,965)</b>	<b>8,855</b>	<b>(14,820)</b>

Staff Time	March-25	February-25	Increase / (Decrease)
Regular Working Days	21.00	19.00	2.00
Paid Holidays	-	1.00	(1.00)
PTO Used (Hours)	135.00	52.50	82.50

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

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

# MARCH 2025

## PPUATS Joint Funding Account Summary

	Current Month	Previous Month
	March-25	February-25
<b>Account Balance</b>	<b>645,981</b>	<b>662,281</b>

<b>Account Income</b>	<b>March-25</b>	<b>February-25</b>
Joint Funding Payments Received	-	-
Interest Income	56	51
<b>Monthly Income</b>	<b>56</b>	<b>51</b>

<b>Account Expenses</b>	<b>March-25</b>	<b>February-25</b>
Peoria, Tazewell, Woodford - Member Dues**	(7,500)	-
Kickapoo Creek - Local Match	(2,382)	(1,607)
Multimodal Network - Local Match	-	-
Safe Streets 4 All - Local Match	(6,474)	(2,254)
<b>Monthly Expenses</b>	<b>(16,355)</b>	<b>(3,861)</b>

<b>FY25 Joint Funding Summary</b>	<b>Received</b>	<b>Due</b>
<b>Total Joint Funding</b>	<b>\$ 243,634</b>	<b>\$ -</b>
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 March 31, 2025

	Mar 31, 25	Feb 28, 25	Mar 31, 24
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
10000 · Cash - Unrestricted	929,516	981,880	1,020,634
11000 · Cash - Restricted			
11110 · MCB Checking - Flex Benefits	1,530	1,530	1,530
11210 · MCB Money Market - PPUATS	645,981	662,281	513,651
11310 · MCB Checking - IL MPO Adv.	-	-	19,238
11410 · MCB Savings - Unvested Retiremt	7,909	7,909	11,944
Total 11000 · Cash - Restricted	655,421	671,720	546,363
<b>Total Checking/Savings</b>	<b>1,584,936</b>	<b>1,653,599</b>	<b>1,566,997</b>
Accounts Receivable	357,896	332,318	248,609
Other Current Assets	22,374	25,255	22,697
<b>Total Current Assets</b>	<b>1,965,206</b>	<b>2,011,172</b>	<b>1,838,302</b>
Fixed Assets	41,298	43,311	19,298
Other Assets	138,454	141,443	24,442
<b>TOTAL ASSETS</b>	<b>2,144,958</b>	<b>2,195,926</b>	<b>1,882,042</b>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable	95,713	141,172	157,318
Other Current Liabilities			
21000 · Accrued Expenses	2,136	1,780	3,565
21100 · Accounts Payable - Employees	1,652	2,094	457
22000 · Employer Liabilities	120,664	112,956	106,329
23000 · Unearned Revenue	48,669	53,145	47,838
28000 · Current Lease Liab. - Office Sp	6,741	8,964	8,773
28001 · Current Lease Liab. - Copier	1,409	1,877	1,314
Total Other Current Liabilities	181,271	180,816	168,275
<b>Total Current Liabilities</b>	<b>276,984</b>	<b>321,988</b>	<b>325,593</b>
Long Term Liabilities			
29000 · Lease Liability - Office Space	126,852	126,852	2,941
29001 · Lease Liability - Copier	6,292	6,292	11,210
<b>Total Long Term Liabilities</b>	<b>133,144</b>	<b>133,144</b>	<b>14,152</b>
<b>Total Liabilities</b>	<b>410,128</b>	<b>455,132</b>	<b>339,745</b>
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
<b>Net Income</b>	<b>170,656</b>	<b>176,621</b>	<b>246,539</b>
<b>Total Equity</b>	<b>1,734,829</b>	<b>1,740,794</b>	<b>1,542,297</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,144,958</b>	<b>2,195,926</b>	<b>1,882,042</b>

# Tri-County Regional Planning Commission

## Statement of Cash Flows

July 2024 through March 2025

	Mar 25	Jul '24 - Mar 25
<b>OPERATING ACTIVITIES</b>		
Net Income	(12,776)	163,845
Adjustments to reconcile Net Income to net cash provided by operations:		
13000 · Accounts and Grants Receivable	(22,088)	114,943
13001 · Accrued Receivables	3,321	(52,288)
15000 · Prepaid Expenses	2,881	(7,796)
20000 · Accounts Payable	(45,459)	(65,758)
21000 · Accrued Expenses	356	(364)
21100 · Accounts Payable - Employees	(441)	1,127
22100 · Accrued Wages Payable	2,625	3,820
22200 · Accrued Vacation/Personal Time	4,690	5,499
22300 · Unvested Retirement	-	(5,838)
22503 · FICA & Medicare	241	332
22504 · IL Unemployment Taxes	146	878
22516 · IMRF - Commission	-	4,099
22520 · United Way	7	-
23101 · Deferred Revenue - IDOT	(4,477)	44,635
23210 · Kickapoo Creek Watershed-Local	-	(2,935)
28000 · Current Lease Liab. - Office Sp	(2,223)	6,741
28001 · Current Lease Liab. - Copier	(468)	1,409
Net cash provided by Operating Activities	(73,666)	212,348
<b>INVESTING ACTIVITIES</b>		
17100 · Computer Equipment	-	(38,858)
17101 · Accum. Deprec. - Computers	2,014	14,629
19000 · Right of Use - Office Space	2,517	(128,116)
19001 · Right of Use - Copier	472	3,564
Net cash provided by Investing Activities	5,003	(148,781)
<b>FINANCING ACTIVITIES</b>		
29000 · Lease Liability - Office Space	-	123,910
29001 · Lease Liability - Copier	-	(4,918)
Net cash provided by Financing Activities	-	118,992
Net cash increase for period	(68,663)	182,559
Cash at beginning of period	1,653,599	1,402,377
Cash at end of period	<b>1,584,936</b>	<b>1,584,936</b>

# Tri-County Regional Planning Commission

## Profit & Loss

March 2025

	CURRENT Month	Previous Month	FY25 - CURRENT YTD	FY24 - PREVIOUS YTD
	Mar 25	Feb 25	Jul '24 - Mar 25	Jul '23 - Mar 24
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
41000 · Federal Grants and Awards	338,030	142,593	1,408,045	1,218,402
42000 · State Grants and Awards	20,353	24,407	214,926	241,782
43000 · Local Matching Contributions	1,642	1,468	259,866	272,413
44000 · Charges for Services	2,778	2,996	32,561	42,707
46000 · Interest Income	123	110	987	847
47000 · Other Income	0	-	0	-
<b>Total Income</b>	<b>362,926</b>	<b>171,574</b>	<b>1,916,386</b>	<b>1,776,152</b>
<b>Gross Profit</b>	<b>362,926</b>	<b>171,574</b>	<b>1,916,386</b>	<b>1,776,152</b>
<b>Expense</b>				
60500 · Amortization Expense	2,989	2,989	27,149	36,573
61000 · Computer Expenses	1,547	1,162	31,172	24,576
61500 · Outside Services	262,751	62,478	809,499	703,228
62000 · Depreciation	2,014	2,014	14,629	15,019
63000 · Employee Benefits	22,110	20,897	190,875	146,817
63400 · Interest Expense	740	753	6,300	905
63500 · Office Administration	1,400	1,552	14,258	14,758
64000 · Miscellaneous	893	1,035	6,334	6,837
65000 · Professional Fees	-	-	32,276	30,069
65500 · Facility Costs	867	1,183	11,346	5,856
66000 · Salaries and Wages	71,524	65,726	584,178	533,721
66500 · Training & Education	835	1,570	7,986	2,329
67000 · Travel	1,222	1,361	9,726	8,925
<b>Total Expense</b>	<b>368,891</b>	<b>162,719</b>	<b>1,745,730</b>	<b>1,529,613</b>
<b>Net Ordinary Income</b>	<b>(5,965)</b>	<b>8,855</b>	<b>170,656</b>	<b>246,539</b>
<b>Net Income</b>	<b>(5,965)</b>	<b>8,855</b>	<b>170,656</b>	<b>246,539</b>

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

Date	Num	Name	Memo	Amount
03/01/2025	1560	City of Peoria	Rent - 03/2025	2,950.00
03/01/2025	1561	Xerox Financial Services	Copier Lease	481.43
03/01/2025	1562	Envision Insurance Group	Professional Liability Insurance	5,707.00
03/01/2025	1563	Blue Cross Blue Shield of Illinois	Health Insurance - 03/2025	10,421.29
03/01/2025	1564	Gatehouse Media	Legal Notices	267.00
03/05/2025	ACH	Heartland Parking	Monthly Parking - 03/2025	937.00
03/05/2025	ACH	Hinckley Springs	Water for Office	158.88
03/05/2025	ACH	Lochmueller Group	Consultant Services - FHWA SS4A	11,270.69
03/05/2025	ACH	Staples	Office Supplies	177.31
03/05/2025	ACH	Staff - Payroll	Payroll 02/16/25 - 02/28/25	24,802.24
03/05/2025	ACH	Department of the Treasury	Payroll Taxes 02/16/25 - 02/28/25	7,392.46
03/05/2025	ACH	Illinois Department of Revenue	Payroll Taxes 02/16/25 - 02/28/25	1,451.28
03/05/2025	ACH	CEFCU	Payroll Liability 02/16/25 - 02/28/25	50.00
03/05/2025	ACH	Nationwide Retirement	Nationwide Retirement - 02/16/25 - 02/28/25	1,225.00
03/05/2025	ACH	IMRF	IMRF Pension Payment - 02/16/25 - 02/28/25	5,067.07
03/05/2025	1565	PIP Printing	Printing Legal Notices - FY25 UPWP	543.86
03/10/2025	ACH	Delta Dental	Dental Insurance	504.03
03/10/2025	ACH	Guardian	Life, Disability, and Vision Insurance	550.23
03/10/2025	ACH	Heartland Parking	Parking Validations	108.00
03/10/2025	ACH	Heyl Royster	Legal Fees	1,043.10
03/10/2025	ACH	Lochmueller Group	Consultant Services - FHWA SS4A	32,368.13
03/10/2025	ACH	Lochmueller Group	Consultant Services - FY25 UPWP	7,000.00
03/10/2025	ACH	Pearl Technology	Domain Registration	30.00
03/10/2025	ACH	PGAV Planners, LLC	Consultant Services - PGAV Planners, LLC	500.00
03/10/2025	ACH	Staples	Office Supplies	130.75
03/10/2025	ACH	The Cleaning Source	Office Cleaning	210.00
03/10/2025	ACH	Verizon Wireless	Phones	336.57
03/10/2025	ACH	WSP USA, Inc.	Consultant Services - IDOT SPR Port Dist	10,328.11
03/20/2025	ACH	Staff - Payroll	Payroll 03/01/25 - 03/15/25	21,004.36
03/20/2025	ACH	Department of the Treasury	Payroll Taxes 03/01/25 - 03/15/25	6,626.22
03/20/2025	ACH	Illinois Department of Revenue	Payroll Taxes 03/01/25 - 03/15/25	1,316.80
03/20/2025	ACH	CEFCU	Payroll Liability 03/01/25 - 03/15/25	550.00
03/20/2025	ACH	Nationwide Retirement	Nationwide Retirement - 03/01/25 - 03/15/25	1,225.00
03/20/2025	ACH	IMRF	IMRF Pension Payment - 03/01/25 - 03/15/25	4,564.24
03/25/2025	ACH	Morton Community Bank	Abi-Akar - Payment for CC Charges	1,167.49
03/25/2025	ACH	Morton Community Bank	Bruner - Payment for CC Charges	682.75
03/25/2025	1566	CityBlue Technologies, LLC	Toner for Plotter	394.95
03/25/2025	1567	Peoria Area Chamber of Commerce	Luncheon	50.00
03/25/2025	1568	Xerox Financial Services	Copier Lease	481.43
03/25/2025	1569	Baxter & Woodman, Inc.	Consultant Services - IEPA Kickapoo Creek	3,465.00
03/27/2025	ACH	ESRI, Inc.	GIS Services - FY25 UPWP	10,832.00
03/27/2025	ACH	Heartland Parking	Parking Validations	937.00
03/27/2025	ACH	Hinckley Springs	Water for Office	157.88
03/27/2025	ACH	IT Unified	Monthly Services	2,126.00
03/27/2025	ACH	PGAV Planners, LLC	Consultant Services - PGAV Planners, LLC	2,000.00
03/27/2025	ACH	PGAV Planners, LLC	Consultant Services - PGAV Planners, LLC	638.07
03/27/2025	ACH	Staples	Office Supplies	56.30
03/31/2025	1570	City of Peoria	5310 Funds - Reimbursement	217,232.00
03/31/2025	ACH	Morton Community Bank	Service Charge	15.07
<b>Register</b>			<b>Total Checks</b>	<b>401,533.99</b>

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

Date	Employee Card	Vendor	Memo	Amount
03/10/2025	Bruner	Qbox	QuickBooks File Management	20.00
03/14/2025	Bruner	i3 Broadband	Internet Service	117.48
03/18/2025	Reynolds	American Water Works Association	IDNR Water Supply Grant - Supplies	735.00
03/30/2025	Bruner	Adobe	Adobe Subscription - Main Account	200.71
03/31/2025	N/A	Morton Community Bank	Finance Charges	0.00
<b>Register</b>			<b>Total Charges</b>	<b>1,073.19</b>

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

**RESOLUTION 25-58**

**A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO APPROVE THE FINANCIAL REPORTS AND BILLINGS FOR MARCH 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 March 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 March 2025.

Presented this 7<sup>th</sup> day of May 2025

Adopted this 7<sup>th</sup> day of May 2025

**ATTEST:**

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Greg Menold, Chairman  
Tri-County Regional Planning Commission

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



**TRI-COUNTY REGIONAL PLANNING COMMISSION**

**BUDGET FY26**

**JULY 2025 - JUNE 2026**

<b>Revenue By Project</b>	<b>FY26 Budget</b>	<b>FY26 Federal</b>	<b>FY26 State</b>	<b>FY26 Local</b>
FY25 IDOT - UPWP (Remaining Funds)	<b>185,000.00</b>	148,000.00	37,000.00	-
FY26 IDOT - UPWP	<b>1,217,631.94</b>	974,105.55	243,526.39	-
FY26 MPO Joint Funding - Local Projects (TO BE PROGRAMMED)	<b>85,311.39</b>	-	-	85,311.39
FY26 MPO Joint Funding - Local Projects - Peoria Passenger Rail	<b>25,000.00</b>	-	-	25,000.00
County Dues from MPO Joint Funding	<b>45,000.00</b>	-	-	45,000.00
5310 FTA	<b>60,000.00</b>	60,000.00	-	-
HSTP - Human Services Transportation Plan	<b>70,000.00</b>	70,000.00	-	-
IDNR - Water Supply Planning	<b>36,000.00</b>	-	36,000.00	-
IDOT - Comprehensive Plans	<b>15,000.00</b>	12,000.00	-	3,000.00
IDOT - IL-29 Corridor Study	<b>100,000.00</b>	80,000.00	20,000.00	-
IDOT - Multimodal Network Inventory and Acquisition	<b>284,000.00</b>	284,000.00	-	-
FY26 MPO Joint Funding - Local Projects - Multimodal Network	<b>71,000.00</b>	-	-	71,000.00
IDOT - Port District Master Plan	<b>24,000.00</b>	19,200.00	4,800.00	-
IEPA - Kickapoo Creek Watershed Study - Federal	<b>9,500.00</b>	9,500.00	-	-
FY26 MPO Joint Funding - Local Projects - Kickapoo Creek	<b>3,250.00</b>	-	-	3,250.00
IDOT - Bus Stop Inventory and Analysis	<b>111,719.30</b>	111,719.30	-	-
IDOT - Bus Stop Inventory and Analysis - Local Funds (GPMTD)	<b>13,965.00</b>	-	-	13,965.00
FY26 MPO Joint Funding - Local Projects - Bus Stop Inventory and Analysis	<b>13,965.00</b>	-	-	13,965.00
USEPA Brownfields Assessment	<b>75,000.00</b>	75,000.00	-	-
GIS Services Dues	<b>7,200.00</b>	-	-	7,200.00
Logan County - GIS	<b>10,000.00</b>	-	-	10,000.00
METEC - HUD Healthy Homes	<b>2,100.00</b>	-	-	2,100.00
Peoria County - Comprehensive Plan	<b>250,000.00</b>	-	-	250,000.00
Tazewell County - Planning Contract	<b>9,045.00</b>	-	-	9,045.00
Woodford County - GIS	<b>25,000.00</b>	-	-	25,000.00
	-	-	-	-
Interest	<b>750.00</b>	-	-	750.00
<b>Total FY26 Budgeted Revenue</b>	<b>2,749,437.63</b>	<b>1,843,524.85</b>	<b>341,326.39</b>	<b>564,586.39</b>

**TRI-COUNTY REGIONAL PLANNING COMMISSION**

**BUDGET FY26**

**JULY 2025 - JUNE 2026**

<b>Expenses</b>		<b>FY26 Budget Estimate</b>
<b>Amortization Expenses:</b>		
	Amortization Expense - Office	30,209.76
	Amortization Expense - Copier	5,658.48
	Amortization Expense - SBITAs	-
	<b>Total Amortization Expenses</b>	<b>35,868.24</b>
<b>Computer Expenses:</b>		
	Computer Hardware & Supplies	11,000.00
	Computer Software & Services	13,500.00
	<b>Total Computer Expenses</b>	<b>24,500.00</b>
<b>Outside Services:</b>		
	Computer Support Contracts	55,812.00
	Contractual Services	85,000.00
	Consultants	1,130,832.84
	<b>Total Outside Services</b>	<b>1,271,644.84</b>
<b>Depreciation:</b>		<b>22,542.84</b>
<b>Employee Benefits:</b>		
	Health Insurance	109,266.83
	Parking	11,220.00
	Payroll Taxes	65,722.21
	Retirement	94,663.98
	Workers Compensation Insurance	1,155.00
	<b>Total Employee Benefits</b>	<b>282,028.02</b>
<b>Interest Expenses:</b>		
	Interest Expense - Office	7,330.92
	Interest Expense - Copier	71.61
	<b>Total Interest Expenses</b>	<b>7,402.53</b>
<b>Office Administration:</b>		
	Bank Service Charges	200.00
	Copier Expense	200.00
	Fuel (Commission Vehicle)	500.00
	Internet & Phones	5,500.00
	Professional Liab & Auto Ins	5,500.00
	Office Supplies	3,500.00
	Parking (TCRPC Vehicle / Validations)	5,000.00
	Postage	300.00
	Repairs & Maintenance	2,500.00
	Subscriptions	50.00
	Office Water	2,000.00
	<b>Total Office Administration</b>	<b>25,250.00</b>
<b>Miscellaneous Projects Costs:</b>		
	Advertising	750.00
	Community Events	200.00
	Membership Dues	5,000.00
	Legal Notices	2,362.53
	Other Miscellaneous Expenses	-
	<b>Total Miscellaneous Project Costs</b>	<b>8,312.53</b>
<b>Professional Fees:</b>		
	Accounting/Audit	28,000.00
	HR Consultants and Services	-
	Legal Fees	3,000.00
	<b>Total Professional Fees</b>	<b>31,000.00</b>

**TRI-COUNTY REGIONAL PLANNING COMMISSION**

**BUDGET FY26**

**JULY 2025 - JUNE 2026**

<b>Expenses</b>		<b>FY26 Budget Estimate</b>
<b>Facility Costs:</b>		
	Office Cleaning	2,520.00
	Property & Casualty Insurance	7,500.00
	Utilities	6,000.00
	<b>Total Facility Costs</b>	<b>16,020.00</b>
<b>Salaries &amp; Wages:</b>		<b>842,742.04</b>
<b>Training &amp; Education:</b>		
	In-State Conferences	10,050.00
	Out-of State Conferences	3,350.00
	Staff Training	1,200.00
	<b>Total Training &amp; Education</b>	<b>14,600.00</b>
<b>Travel:</b>		
	Lodging	-
	Meals	500.00
	Meeting Expenses	1,000.00
	Mileage Reimbursements	3,000.00
	Training - Travel	12,000.00
	Other Travel & Meals	-
	<b>Total Travel</b>	<b>16,500.00</b>
	<b>TOTAL BUDGETED EXPENSES</b>	<b>2,598,411.04</b>
<b>SURPLUS/(DEFICIT)</b>		<b>151,026.59</b>



## OFFICE OF MAYOR RITA ALI

TO: TRI-COUNTY REGIONAL PLANNING COMMISSION  
FROM: Rita Ali *Rita Ali*  
DATE: April 16, 2025  
RE: APPOINTMENT OF CITY MANAGER PATRICK URICH TO  
EXECUTIVE BOARD

---

Please accept this correspondence as my request to appoint Peoria City Manager, Patrick Urich, to replace me on the TCRPC Executive Board to represent the City of Peoria.

I will remain on the full commission.

**RESOLUTION 25-56**

**A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO APPOINT PATRICK URICH, PEORIA CITY MANAGER, TO THE EXECUTIVE COMMITTEE FOR THE REMAINDER OF FY25.**

**WHEREAS**, the City of Peoria is represented on Tri-County Regional Planning Commission Executive Committee; and

**WHEREAS**, Peoria Mayor Rita Ali has requested she be replaced on the Executive Committee by Peoria City Manager Patrick Urich; and

**WHEREAS**, the Nominations Committee has met and recommends Patrick Urich be appointed to the Executive Committee.

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

That from May 7, 2025 – June 30, 2025, Peoria City Manager Patrick Urich shall be appointed to the Executive Committee of Tri-County Regional Planning Commission.

Presented this 7th day of May, 2025

Adopted this 7<sup>th</sup> day of May, 2025

ATTEST:

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Greg Menold, Chairman  
Tri-County Regional Planning Commission

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

**RESOLUTION 25-57**

**A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO ADOPT THE SLATE OF OFFICERS, EXECUTIVE BOARD, COMMITTEE CHAIRPERSONS AND MEMBERS FOR A PERIOD FROM JULY 1, 2025-JUNE 30, 2026.**

**WHEREAS**, the Nominations Committee of the Tri-County Regional Planning Commission, hereafter referred to as the Commission has recommended a slate of nominations for the Commission Officers, Executive Board, Committee Chairpersons and Members, as per Commission bylaws; and

**WHEREAS**, the Nominations Committee of the Commission has contacted all appointees and received their agreement for said appointments; and

**WHEREAS**, the Nominations Committee recommends the following Commission Officers, Executive Board, Committee Chairpersons and Members.

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

That from July 1, 2025-June 30, 2026, the following shall be the Commission Officers, Executive Board, Committee Chairpersons and Member Appointments:

**Executive Board: 8**

Chairman Chuck Nagel-Woodford  
Vice-Chairman Danny Phelan Peoria  
Treasurer John Kahl-At-Large  
Russ Crawford-Tazewell  
Patrick Urich-Peoria City  
Autum Jones-Woodford  
Camille Coates Peoria  
Greg Menold-Tazewell

**Personnel Committee: 3**

Chairman Danny Phelan Peoria  
Autum Jones-Woodford  
Greg Menold-Tazewell

**Ways & Means Committee: 3**

Chairman John Kahl-At-Large  
Chuck Nagel-Woodford  
Camille Coates Peoria

**Nominations Committee: 3**

Chairman Russ Crawford-Tazewell  
Chuck Nagel-Woodford  
Patrick Urich-Peoria City

**Commission Leadership Rotation\*:** Woodford (2025-2027) Peoria (2027-2029) Tazewell (2029-2031)

\*Official terms are 1 year with the possibility of 1 additional year, determined by Nominations Committee recommendation.

Exception: Abbreviated terms due to office change, with replacement by Nominations Committee recommendation.

Presented this 7th day of May, 2025

Adopted this 7<sup>th</sup> day of May, 2025

ATTEST:

\_\_\_\_\_  
Greg Menold, Chairman  
Tri-County Regional Planning Commission

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



## MEMORANDUM

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**TO:** Full Commission

**FROM:** Executive Director

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

**DATE:** May 7, 2025

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### Action Needed

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

### Background

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

#### Current policy:

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

*Examples of some complaints employees may have:*

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

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

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

Proposed new policy:

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

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

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

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

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

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

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

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

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



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

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

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

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

*At no point is an employee required to present a grievance directly to the individual who is the source of the issue. If the complaint involves the Executive Director, the employee may bypass Step One of the Grievance Policy and move directly to Step Two of the Grievance Policy.*

## **Recommendation**

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



# MEMORANDUM

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**TO:** Full Commission

**FROM:** Executive Director

**SUBJECT:** Amendment to the Employee Handbook Parental Leave Policy

**DATE:** May 7, 2025

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## Action Needed

Recommendation to the Commission Approval of Parental Leave Policy.

## Background

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

### Proposed policy:

*All Commission Employees fall under the Family Medical Leave Act (FMLA) and would be eligible for any benefits provided by that Act. Please refer to the Department of Labor Family Medical Leave Act [Guidebook for Employees](#).*

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

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

- give at least 30-days' notice of taking leave when possible.

*Employees will be eligible to take up to 12 work weeks off (or 420 hours) per 12-month period by using their accrued paid time off (PTO - vacation, sick, personal). After exhausting their PTO, they may use IMRF and/or Guardian short-term disability if applicable. The employee is responsible for checking with IMRF and/or Guardian for their specific circumstances. After exhausting all of those options, any remaining necessary time off will be **unpaid**.*

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

*HEALTH COVERAGE DURING FAMILY MEDICAL LEAVE – During the employee's absence, Tri-County will continue to pay its share of an employee's health coverage. Should an employee be absent from work for an extended leave period and the employee is being compensated through accrued paid time off approved by the Executive Director, the employee's portion of fringe benefits will be deducted from the employee's paychecks from the Commission.*

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

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

## **Recommendation**

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

A. Proposed New Complaint Policy:

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

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

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

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

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

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

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

The employee will continue to perform their assigned duties while the issue or

problem is being considered and addressed. The Executive Director will investigate the problem and will prepare a written response to the employee.

**Step Two.** If the written response of the Executive Director to the employee in Step One is not satisfactory, the employee may request in writing that the issue or problem be presented in writing to the Chair of the Personnel Committee. This request will be acknowledged in writing by the Chair of the Personnel Committee providing the employee notice of third-party engagement, consistent with 820 ILCS 40/7 (1) Personnel Records Review Act.

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

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

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

At no point is an employee required to present a grievance directly to the individual who is the source of the issue. If the complaint involves the Executive Director, the employee may bypass Step One of the Grievance Policy and move directly to Step Two of the Grievance Policy.

#### B. Proposed Family Medical Leave Policy

All Commission Employees fall under the Family Medical Leave Act (FMLA) and would be eligible for any benefits provided by that Act. Please refer to the Department of Labor Family Medical Leave Act [Guidebook for Employees](#).

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

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

Employees will be eligible to take up to 12 work weeks off (or 420 hours) per 12-month period by using their accrued paid time off (PTO - vacation, sick, personal). After exhausting their PTO, they may use IMRF and/or Guardian short-term disability if applicable. The employee is responsible for checking with IMRF and/or Guardian for their specific circumstances. After exhausting all of those options, any remaining necessary time off will be **unpaid**.

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

HEALTH COVERAGE DURING FAMILY MEDICAL LEAVE – During the employee's absence, Tri-County will continue to pay its share of an employee's health coverage. Should an employee be absent from work for an extended leave period and the employee is being compensated

through accrued paid time off approved by the Executive Director, the employee's portion of fringe benefits will be deducted from the employee's paychecks from the Commission.

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

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

#### C. Proposed Professional Fee Reimbursement Policy

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

## **RESOLUTION 25-46**

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

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

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

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

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

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

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

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

that the Commission adopt the changes as stated in attachments A-C as amendments to the Employee Handbook

Presented this 7th day of May 2025

Adopted this 7th day of May 2025

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Greg Menold, Chairman  
Tri-County Regional Planning Commission

#### **ATTEST:**

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Eric Miller, Executive Director  
Tri-County Regional Planning Commission





## MEMORANDUM

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**TO:** Full Commission

**FROM:** Executive Director

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

**DATE:** April 2, 2025

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### **Action Needed**

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

### **Background**

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

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

### **Recommendation**

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

## Full Time Wage and Salary Schedule

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

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

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

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

## Part Time Wage and Salary Schedule

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

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

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

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

**RESOLUTION 25-54**

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

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

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

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

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

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

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

Presented this 7<sup>th</sup> day of May, 2025

Adopted this 7<sup>th</sup> day of May, 2025

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Greg Menold, Chairman  
Tri-County Regional Planning Commission

ATTEST:

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



## MEMORANDUM

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**TO:** Full Commission

**FROM:** Executive Director

**SUBJECT:** Annual cost of living salary increases for eligible staff

**DATE:** May 7, 2025

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### **Action Needed**

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

### **Background**

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

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

### **Recommendation**

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



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

USDL-25-0332

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### CONSUMER PRICE INDEX – FEBRUARY 2025

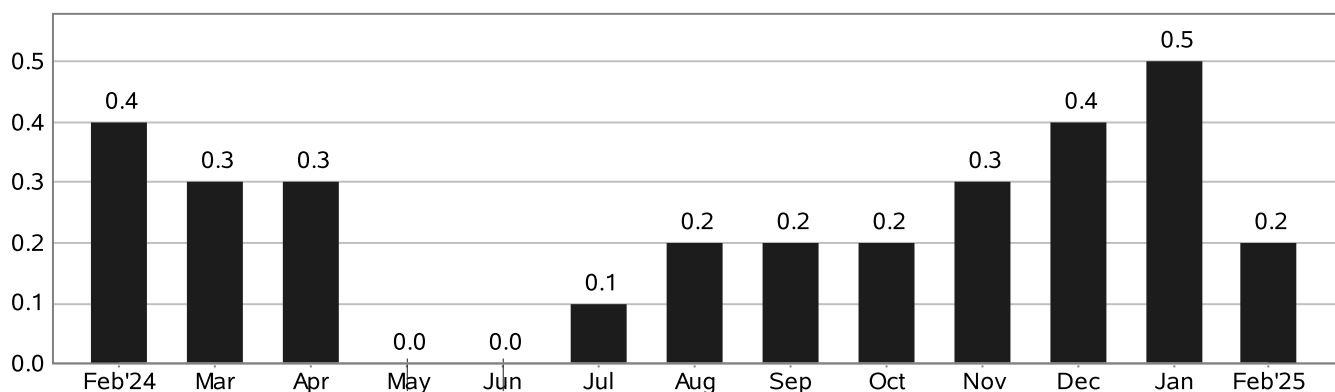
The Consumer Price Index for All Urban Consumers (CPI-U) increased 0.2 percent on a seasonally adjusted basis in February, after rising 0.5 percent in January, the U.S. Bureau of Labor Statistics reported today. Over the last 12 months, the all items index increased 2.8 percent before seasonal adjustment.

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

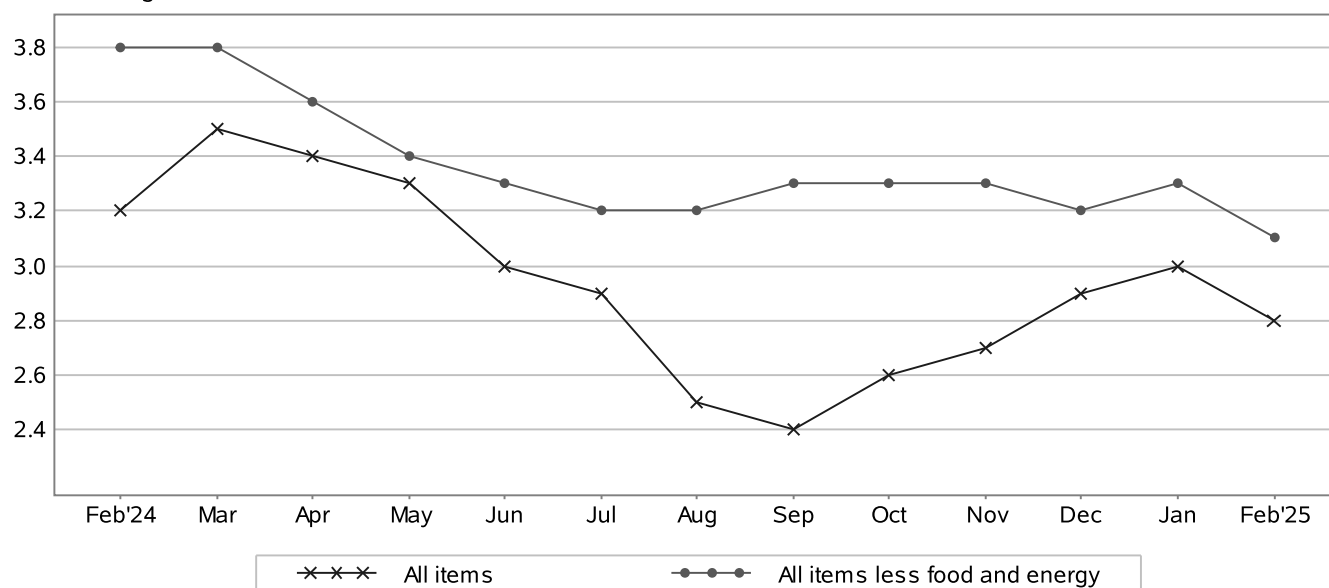
The index for all items less food and energy rose 0.2 percent in February, following a 0.4-percent increase in January. Indexes that increased over the month include medical care, used cars and trucks, household furnishings and operations, recreation, apparel, and personal care. The indexes for airline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

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

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



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



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

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

<sup>1</sup> Not seasonally adjusted.

## **RESOLUTION 25-53**

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

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

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

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

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

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

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

Presented this 7th day of May 2025

Adopted this 7th day of May 2025

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Greg Menold, Chairman  
Tri-County Regional Planning Commission

ATTEST:

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

**RESOLUTION 25-48**

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

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

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

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

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

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

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

**THEREFORE, BE IT RESOLVED**

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

Presented this 7th day of May 2025

Adopted this 7th day of May 2025

\_\_\_\_\_  
Greg Menold, Chairman  
Tri-County Regional Planning Commission

**ATTEST:**

\_\_\_\_\_  
Eric Miller, Executive Director  
Tri-County Regional Planning Commission



## **RESOLUTION 25-59**

### **A RESOLUTION BY THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO ALLOW A PLANNER TO ATTEND THE 2025 TRANSIT RETREAT CONVENING ON JUNE 25-26, 2025, IN DES MOINES, IOWA.**

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

**WHEREAS**, the Commission conducts Human Services Transportation Planning work, hereafter referred to as HSTP, that includes identifying the transportation needs of seniors, individuals with disabilities, veterans, and people with low income, and providing strategies and direct assistance for meeting those needs; and

**WHEREAS**, conference attendance and travel fees are included within the Commission's HSTP budget, managed by the Illinois Department of Transportation; and

**WHEREAS**, the Transit Retreat is designed to provide relevant content for 5307 Small Urban Transit providers, 5311 Subrecipients, 5310 Subrecipients, and Mobility Management partners, and attendees will have the opportunity to engage and network with peers, national partners and vendors, all while sharing best practices and learning from industry experts; and

**WHEREAS**, training sessions will include topics that will greatly impact the work done by HSTP, including ADA compliance, mobility management, state of the industry, fleet planning for alternative fuels, and transit workforce mentoring; and

**WHEREAS**, the Commission has supported and funded the continuing education, training, and professional development of Commission staff members hereafter referred to as Staff; and

**WHEREAS**, one of the many opportunities to enhance the capabilities and performance of Staff is to have them attend and participate in Local, Regional, and/or National Conferences focusing on planning issues with program content impacting and benefiting the Commission's Planning Mission.

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

That the Commission authorizes having a Planner attend the 2025 Transit Retreat on June 25-26, 2025, in Des Moines, Iowa, with a cost not to exceed \$1,700 utilizing HSTP funds.

Presented this 7th day of May 2025

Adopted this 7th day of May 2025

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Greg Menold, Chairman  
Tri-County Regional Planning Commission

**ATTEST:**

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Eric Miller, Executive Director  
Tri-County Regional Planning Commission

## RESOLUTION 25-60

### **A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO AND IMPLEMENT A CONTRACT FOR ECONOMIC DEVELOPMENT PLANNING SERVICES FOR THE VILLAGE OF CREVE COEUR.**

**WHEREAS**, the Tri-County Regional Planning Commission, hereafter referred to as the Commission, will provide economic development planning services to the Village of Creve Coeur, hereafter referred to as the Village; and

WHEREAS, the Village has identified participation in the Northern Tazewell County Enterprise Zone (“Enterprise Zone”) as an implementation strategy in its draft 2025 comprehensive plan; and

**WHEREAS**, Tazewell County has allocated Illinois Department of Commerce and Economic Opportunity Energy Transition Community Change Grant Program funds to the Village to identify potential properties for inclusion in the Enterprise Zone; and

**WHEREAS**, the Village reached out to Commission staff asking if the Commission can function as the Responsible Entity to provide economic development planning services to develop a proposal of sites that would benefit from participation in the Enterprise Zone; and

**WHEREAS**, the Commission submitted a proposal and budget to the Village for the scope of services providing planning and mapping services to support the creation of a proposal for properties to enroll in the Northern Tazewell County Enterprise Zone; and

**WHEREAS**, based on this proposal and budget, the Commission will function as the Responsible Entity and provide these economic development planning services to the Village.

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

That the Commission authorizes its Executive Director to enter into an agreement with the Village of Creve Coeur for acting as the Responsible Entity to develop a proposal for Enterprise Zone sites, in which the Commission will provide planning and mapping services related to economic development planning, and be reimbursed \$85 per hour, not to exceed \$3,000.

Presented this 7<sup>th</sup> day of May 2025

Adopted this 7<sup>th</sup> day of May 2025

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Greg Menold, Chairman  
Tri-County Regional Planning Commission

ATTEST:

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Eric Miller, Executive Director  
Tri-County Regional Planning Commission

## RESOLUTION 25-55

### **A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO AUTHORIZE THE APPLICATION AND ACCEPTANCE OF A GRANT FROM THE ILLINOIS DEPARTMENT OF TRANSPORTATION, PROGRAMMING OF THE NON-FEDERAL MATCH, AND EXECUTION OF SUBSEQUENT SUB-AGREEMENTS TO CONDUCT A BUS STOP INVENTORY AND ANALYSIS.**

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

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

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

**Whereas**, the non-Federal match requirement of \$39,900 will be split equally with the Greater Peoria Mass Transit District, hereafter referred to as CityLink, resulting in the Commission entering into an intergovernmental agreement with CityLink for \$19,950 in match assistance, and programming \$19,950 in local funding for 50 percent of the required non-Federal match; and

**Whereas**, the Commission directs the Executive Director or their designee to act on behalf of the Commission in matters concerning this project through the duration of the intergovernmental agreement with IDOT's Office of Intermodal Project Implementation; and

**Whereas**, the Commission will issue a Request for Proposals (RFP) for the project in accordance with its procurement policy to select and enter into a sub-agreement to assist in the development of a Bus Stop Inventory and Analysis.

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

1. That an application has been made to the IDOT's Office of Intermodal Project Implementation, for a grant to conduct a Bus Stop Inventory and Analysis;
2. That the Executive Director is hereby authorized and directed to do the following:
  - a. Apply for and execute a technical assistance grant contract on behalf of the Commission;
  - b. Provide such information and file such documents as may be required to receive and have work performed under IDOT's grant agreement;
  - c. Execute an intergovernmental agreement for non-Federal match assistance with CityLink;
  - d. Procure and execute a sub-agreement with the selected consultant(s) to assist in conducting the Bus Stop Inventory and Analysis grant in an amount not to exceed \$199,499.

Presented this 7th day of May 2025

Adopted this 7th day of May 2025

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Greg Menold, Chairman  
Tri-County Regional Planning Commission

ATTEST:

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

## **RESOLUTION 25-61**

### **A RESOLUTION BY THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO ADOPT THE HUMAN SERVICE TRANSPORTATION PLAN REGION 5 UPDATE.**

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

**WHEREAS**, the 2005 Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) requires the development of coordinated action plans for public transit and human service transportation at the state, regional, and local levels; and

**WHEREAS**, the Illinois Department of Transportation (IDOT) created 11 regions, and with the help of a regional coordinator, each region is responsible for developing the required Human Service Transportation Plan, hereafter referred to as HSTP; and

**WHEREAS**, the Commission is responsible for coordinating HSTP Region 5, which includes the rural portions of Peoria, Tazewell, Woodford, Marshall, Stark, Fulton, and Knox counties, as well as the Peoria-Pekin Urbanized Area; and

**WHEREAS**, as the HSTP coordinator, the Commission facilitates the cooperation among transportation service providers and human service agencies; identifies needs and gaps in transportation services for seniors, individuals with disabilities, veterans, and people with low incomes; and recommends strategies to address them; and

**WHEREAS**, the HSTP Region 5 Update was developed through a participatory process, including a public comment period from February 3 through March 4, 2025, with two public meetings held on February 5, 2025, and February 19, 2025; and

**WHEREAS**, the HSTP Steering Committee reviewed and recommended the Update at their April 1, 2025, meeting, and the Technical Committee reviewed and recommended the Update at their April 16, 2025, meeting.

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

That the Tri-County Regional Planning Commission hereby approves and adopts the Human Service Transportation Plan Region 5 Update.

Presented this 7th day of May 2025

Adopted this 7th day of May 2025

#### **ATTEST:**

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Greg Menold, Chairman  
Tri-County Regional Planning Commission

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Eric Miller, Executive Director  
Tri-County Regional Planning Commission



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## MEMORANDUM

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**TO:** MPO Member Jurisdictions  
**FROM:** Tri-County Regional Planning Commission Staff  
**SUBJECT:** Call for Projects – FY 2026 Special Transportation Studies  
**DATE** April 16, 2025

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**Action needed:**

No action is needed, discussion item only.

**Background:**

The Tri-County Regional Planning Commission (Tri-County or TCRPC) has programmed approximately \$135,000 of Fiscal Year 2026 Metropolitan Planning (PL) Funds for local jurisdictions to undertake special transportation planning projects. Jurisdictions may apply for all or part of the \$135,000 but may not request any additional funding beyond the available amount. Phased projects are eligible, but there is no guarantee that additional funding will be made available in future years.

**Eligible Projects**

Funds must be used for transportation planning projects that meet the requirements of the Infrastructure Investment and Jobs Act (IIJA), in particular 23 USC 134. These are the same requirements that the Commission uses under its responsibilities as an MPO. Examples of eligible projects include the following:

- Active transportation plans (bicycle/pedestrian plans)
- ADA transition plans
- Asset management (data collection and analysis)
- Congestion management planning
- Corridor and multimodal planning, including feasibility studies
- Freight planning, including air, barge, and rail
- Safety and security planning
- Traffic operation – planning studies
- Transit planning, including paratransit

This is not a complete list of eligible projects. To determine if your project is eligible, please discuss it with staff. Funds for engineering and construction are not allowed.

**Use of Funds**

These projects are for consultant-led projects only. TCRPC will follow its procurement policy to select the consultant to ensure that all federal regulations are followed. Funds may be used for travel expenses by the consultant; however, funds may not be used to purchase capital items (e.g., computers).

### Project Requirements

Due to the funding source, projects must be completed by December 31, 2026, at the latest. The goal of this program is to further implement the ongoing planning and performance-based initiatives of the MPO. Tri-County will evaluate projects based on how the proposed scope of work supports the goals of the Infrastructure Investment and Jobs Act and/or the MPO's goals and objectives identified in its transportation planning documents: [Long-Range Transportation Plan 2050](#), [Human Service Transportation Plan Region 5 Update](#), [BikeConnect HOI](#), and [Congestion Management Process Update](#).

### Project Schedule

Date	Action
April 16, 2025	Call for Projects released
May 16, 2025	Project applications due to staff by 3:30 pm
May 21, 2025	Project Review Subcommittee established by Technical
June 9, 2025	Project Review Subcommittee scores project(s) and makes recommendation
June 18, 2025	Technical Committee reviews project(s) recommendation and makes motion for Commission approval
July 2, 2025	Commission approves project(s)

### Application Procedure

Applications must include the application questionnaire ([Google Form](#)) and any supporting documents (i.e., Resolution committing local match, letters of support, etc.). Applications are due Friday, May 16, 2025, by 3:30 p.m. and submitted electronically via the [Google Form](#) and emailing supporting documents to [funding@tricountyrpc.org](mailto:funding@tricountyrpc.org).

### Evaluation of Projects

Evaluation of the projects utilizes the following criteria.

Criterion	Total Points
Consistency with Goals of the IIJA, LRTP, and other MPO Planning Documents	60
Regional Significance	40
Higher consideration due to local funding or jurisdictional partnership	10
<b>TOTAL POINTS</b>	<b>100*</b>

\*Project scoring cannot exceed 100 points.

Please note the intention of the scoring criteria is meant to inform the Project Review Subcommittee's decisions, but not to determine them. Tri-County's PL funds are already matched; therefore, no local contribution is required, although projects with committed local funds will be given higher consideration. To receive higher consideration for contributing local funds, a resolution passed by the jurisdiction's governing body or letter signed by the Chief Elected Official committing local funds to the project must be provided. Higher consideration will also be given to applications including two or more jurisdictions.

# FY 2026 Special Transportation Studies Application

The Tri-County Regional Planning Commission requests applications from member jurisdictions for Special Transportation Studies. The Commission has programmed approximately \$135,000 of Fiscal Year 2026 Metropolitan Planning funds for local jurisdictions to undertake consultant-led transportation planning projects. The deadline for submitting project applications is 3:30 pm on Friday, May 16, 2025.

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\* Indicates required question

1. Email \*

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2. Jurisdiction Name \*

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3. Jurisdiction Address (Street, City, State, ZIP) \*

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4. Jurisdiction Contact Person \*

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5. Jurisdiction Contact Phone Number \*

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6. Jurisdiction Contact Email \*

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7. Type of Application \*

*Mark only one oval.*

☐ Individual Application      *Skip to question 13*

☐ Joint Application      *Skip to question 8*

Joint Applicant

8. Joint Applicant Name

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9. Joint Applicant Address

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10. Joint Applicant Contact Person

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11. Joint Applicant Contact Phone Number

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12. Joint Applicant Contact Email

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Project Budget

13. Total Cost of the Project \*

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14. Funding Request \*

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15. Local Contribution (if applicable)

Please note, a resolution or letter committing local funds signed by the Chief Elected Official is required. Email this document to [funding@tricountyrpc.org](mailto:funding@tricountyrpc.org) separately by 3:30 pm on Friday, May 16, 2025.

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16. Can the Jurisdiction undertake a smaller project or phase the project if awarded less funding than requested? \*

*Mark only one oval.*

☐ Yes

☐ No

Project Proposal

17. Project Title \*

Please provide a short/concise title for the project. This is how it will be commonly referred to.

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18. Project Scope \*

Please provide a description of the project. This should include an explanation of the project with an overview of the proposed methodology, the project need, study area, and proposed schedule assuming a July 2, 2025 approval, noting that the procurement process takes 3 to 4 months.

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19. Project Deliverable \*

Please describe the completed project to be submitted to Tri-County.

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20. Does the Jurisdiction commit to completing the project by December 31, 2026? \*

*Mark only one oval.*

☐ Yes

☐ No

Regional Significance

21. Please explain how your project plans for corridor or system-level impacts. \*

Things to consider:

1. Does the planning project consider connections between communities or require regional cooperation?
2. Affect a major corridor, freight route, or transit line?
3. Consider first and last mile transportation needs with possible innovative solutions?
4. Focus on chokepoints, bottlenecks, or critical infrastructure?
5. Does it pilot a concept that could be scaled regionally?

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22. Please explain how your project plans for multimodal connectivity. \*

Things to consider:

1. Does the planning project identify and address multimodal needs?
2. Review connections between other transportation modes, such as bike/ped, public transit, air, barge, rail, and truck routes?
3. Support a regional network or fill a major gap in connectivity?

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23. Please explain how your project impacts housing, employment, and economy. \*

Things to consider:

1. Does the planning project serve a large population/housing district?
2. Improve access to key employment centers, business districts, freight hubs, or industrial areas?
3. Increase access to commercial districts?
4. Unlock future development (e.g., transit-oriented development (TOD), complete streets, smart cities, new industries/hubs)?

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24. Please explain how your project plans for public access improvements. \*

Things to consider:

1. Does the planning project enhance access to public services like healthcare, education, libraries, and other public facilities?
2. Increase public access to parks, trails, riverfronts, or community destinations?
3. Identify and address ADA compliance requirements?

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IIJA & Planning Document Goals

25. Explain how this project meets the goals of the IIJA. \*

Use this [document for reviewing the IIJA goals](#).

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26. Explain how this project meets the goals of the LRTP 2050. \*

Use this [document for reviewing the LRTP 2050 Vision and Goals](#).

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27. Does your project meet the goals of any of the following MPO plans: BikeConnect \*, HOI, Human Service Transportation Plan Region 5 Update, Congestion Management Process Update?

Use this [document for reviewing other MPO plans goals](#).

*Mark only one oval.*

☐ Yes

☐ No

28. Explain how this project meets the goals of the selected plans above.

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**Google Forms**

## Attachment A

### JOINT FUNDING AGREEMENT – UNIFIED PLANNING WORK PROGRAM FY 2026

This agreement is hereby entered into by the members of the participating agencies of the metropolitan planning organization (MPO) of the Peoria-Pekin Urbanized Area, recognized under Section 134 of the *Infrastructure Investment and Jobs Act (IIJA)*. It is intended to set forth the procedures and methods agreed upon to ensure sufficient local matching funds enabling the Peoria-Pekin Urbanized Area to receive **\$974,105.55** in Federal Metropolitan Planning (PL) funds. The funding requires a 20% non-federal match, requiring a total match of **\$243,526.39** for Fiscal Year 2026. It is further agreed that the Greater Peoria Mass Transit District (GPMTD) provides **\$3,800** as a pass-through membership fee for participation in the planning process.

The Federal PL funds and local dollars will be utilized for the work and services performed in accordance with the Unified Planning Work Program (UPWP). The work and services and their associated costs as contained in the UPWP were adopted by the Tri-County Regional Planning Commission. If state funds can be utilized to offset the local match, local dollars will be programmed by the Tri-County Regional Planning Commission in a separate work program.

Each participating agency identified herein hereby agrees to pay its entire share to the MPO no later than November 1, 2025. The MPO is hereby designated to deposit local funds into a special bank account. Withdrawals from this account shall be for reimbursement for work accomplished on the appropriate designated work tasks. The MPO shall make a monthly report to the Tri-County Regional Planning Commission accounting for the expenses incurred on the work tasks identified in the UPWP. Federal and State funds shall be requested by and dispersed directly to the MPO in accordance with agreements of the State of Illinois and the GPMTD.

The local money for FY 2026 shall be provided by each of the participating agencies noted herein by the contributing percentage of MFT funds each such agency received in Calendar Year 2024.

Community	2024 MFT Allotment	2024 MFT %	FY 2026 Contribution
Peoria County	\$ 2,177,653.44	22.48%	\$ 53,900.81
Tazewell County	\$ 1,714,516.84	17.70%	\$ 42,437.35
Woodford County	\$ 596,926.38	6.16%	\$ 14,774.99
Bartonville, Village of	\$ 133,644.24	1.38%	\$ 3,307.93
Chillicothe, City of	\$ 137,758.11	1.42%	\$ 3,409.76
Creve Coeur, Village of	\$ 110,916.85	1.15%	\$ 2,745.39
East Peoria, City of	\$ 505,442.75	5.22%	\$ 12,510.61
Germantown Hills, Village of	\$ 76,702.12	0.79%	\$ 1,898.51
Morton, Village of	\$ 384,792.00	3.97%	\$ 9,524.29
Pekin, City of	\$ 713,316.31	7.37%	\$ 17,655.85
Peoria, City of	\$ 2,543,624.20	26.26%	\$ 62,959.24
Peoria Heights, Village of	\$ 132,812.47	1.37%	\$ 3,287.35
Washington, City of	\$ 361,277.82	3.73%	\$ 8,942.27
West Peoria, City of	\$ 95,832.72	0.99%	\$ 2,372.03
GPMTD	N/A	N/A	\$ 3,800.00
<b>Total</b>			<b>\$243,526.39</b>

Any surplus of local matching money with accumulated interest will remain on deposit in the special bank account managed by the MPO with any excess from previous years and may be used for such purposes and projects as designated by the Tri-County Regional Planning Commission.

This agreement is approved as indicated by signature of an agent of the undersigned participating agency represented on the Tri-County Regional Planning Commission:

Peoria County	_____	Date	_____
Tazewell County	_____	Date	_____
Woodford County	_____	Date	_____
Bartonville	_____	Date	_____
Chillicothe	_____	Date	_____
Creve Coeur	_____	Date	_____
East Peoria	_____	Date	_____
Germantown Hills	_____	Date	_____
Morton	_____	Date	_____
Pekin	_____	Date	_____
Peoria	_____	Date	_____
Peoria Heights	_____	Date	_____
Washington	_____	Date	_____
West Peoria	_____	Date	_____
GPMTD	_____	Date	_____