



# TRI-COUNTY REGIONAL PLANNING COMMISSION

EST. 1958

## AGENDA

Ways & Means Committee: June 4, 2025, at 8:30 a.m.

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

Wednesday, June 4, 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**
- 2. Roll Call**
- 3. Public Comment**
- 4. Motion to approve the Meeting Minutes of May 7, 2025**
- 5. Chairman report**
- 6. Executive Director report**
- 7. Ways and Means Report**
  - a. Motion to approve the April 2025 Financial Statements and Billings (Resolution 25-65)
  - b. Motion to approve the FY26 Budget (Resolution 25-62)
- 8. Administration**
  - a. Motion to approve an amendment to Employee Handbook, Parental Leave policy (Resolution 25-64)
  - b. Motion to approve IMRF Resolution allowing Buy-Back of Out-of-State Time (Resolution 25-48)
- 9. Transportation**
  - a. Motion to approve programming of redistributed TIFIA funds to Transportation Alternative Set-Aside funds (Resolution 25-69)
  - b. Motion to approve the Transportation Improvement Program (TIP) Amendments (Resolution 25-70)
    - i. Project S-26-10 Traffic Signal Upgrades
    - ii. Project S-26-11 Highway Lighting Upgrades
    - iii. Project S-26-12 Highway Lighting Upgrades
    - iv. Project PH-26-01 Glen Ave ADA Ramps
  - c. Motion to adopt the Tri-County Comprehensive Safety Action Plan (Resolution 25-71)  
[https://www.dropbox.com/scl/fi/2ztnvow24l5i5uq0ufq59/Tri-County-Safety-Action-Plan-2025\\_DRAFT.pdf?rlkey=0am1f5tcvia7nofbp8lsx8err&e=1&st=87598oib&dl=0](https://www.dropbox.com/scl/fi/2ztnvow24l5i5uq0ufq59/Tri-County-Safety-Action-Plan-2025_DRAFT.pdf?rlkey=0am1f5tcvia7nofbp8lsx8err&e=1&st=87598oib&dl=0)
  - d. Discussion of the formation of a Special Transportation Safety Committee
- 10. Updates**
  - a. FY 2026 Special Transportation Studies
  - b. IDOT
  - c. FHWA
- 11. Other**
  - a. Motion to approve Recognition of Outgoing Commissioners (Resolutions 25-66 and 25-67)
  - b. Motion to approve Recognition of Outgoing Chairman (Resolution 25-68)
  - c. Next meeting is scheduled for July 2, 2025, at 9:00 a.m.
- 12. Adjournment**

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# TRI-COUNTY REGIONAL PLANNING COMMISSION

EST. 1958

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): May 7, 2025, 9:00 a.m.**

## MINUTES

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

Chairman Greg Menold called the meeting to order at 9:01 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>Matt Wigginton</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, Else Hayes and Lori Reynolds, TCRPC; Doug DeLille, IDOT; Cheryl Budzinski, League of Women Voters.

### 3. Public Comment

Chairman Greg Menold welcomed new Peoria Heights Mayor Matthew Wigginton.

### 4. Motion to Approve the Meeting Minutes of April 2, 2025

John Kahl moved to approve the April 2, 2025 meeting minutes, seconded by Danny Phelan.

Motion carried.

## **5. Chairman Report**

None

## **6. Executive Director report**

Eric Miller reported the following:

- Tri-County continues to follow federal changes.
- A recent letter from IDOT discusses \$75,000 to be used for the Transportation Alternatives program. The Technical Committee will announce programming for those funds in the coming months.
- Reema is working on a contract for a Bus Stop Inventory project with the Greater Peoria Mass Transit District.
- The Greater Peoria Economic Development Council connected with Tri-County regarding a housing project.
- The EPA Brownfield target area has been expanded, as long as guidelines are met.
- The Safe Streets and Roads for All (SS4A) grant is wrapping up; the plan will be ready next month.

## **7. Ways and Means Report**

### **a. Motion to approve the March 2025 Financial Statements and Billings (Resolution 25-58)**

Patrick Urich motioned to approve the March 2025 Financial Statements and Billings. Nate Parrott seconded the motion.

Motion carried.

### **b. Present, review and discuss FY26 Budget**

- Eric stated this is a positive budget; new projects are listed.
- GIS services have been re-evaluated, and Tri-County will now be charging communities.
- Expenses are roughly the same, although there is an increase in salaries due to Gavin Hunt returning from deployment in July, and a slight increase in benefits. This will result in 11 full-time employees.

## **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)**

Russ Crawford motioned to approve the appointment of Patrick Urich to the Executive Board as replacement for Mayor Rita Ali for the remainder of FY25. Rick Powers seconded the motion.

Mayor Ali stated she has taken on more responsibilities, so appointing Patrick to the Executive board takes one meeting off her plate.

Motion carried.

### **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)**

Russ Crawford motioned to adopt the Slate of Officers, Executive Board, Committee Chairpersons and Members for a Period from July 1, 2025-June 30, 2026. Danny Phelan seconded the motion.

An updated resolution was passed out noting a correction on the Nominations Committee; Chuck Nagel will be Chair, and Russ Crawford will be moved to be a member.

Motion carried.

### **c. Motion to approve amendments to Employee Handbook (Resolution 25-46)**

Chuck Nagel motioned to approve amendments to Employee Handbook. Russ Crawford seconded the motion. Eric went over the three policies.

- i. Complaint Policy – added a more thorough procedure for complaints.
- ii. Parental Leave Policy – did not previously have a parental leave policy; this is compliant with FMLA. John Kahl expressed concern with the possibility of leaving the office short-staffed if too many take leave at the same time. He does not support this policy as-is.
- iii. Professional Fee Reimbursement Policy – policy updated to have employee pay up-front and request reimbursement.

Motion carried, with John Kahl voting nay.

**d. Motion to approve adjusting Wage and Salary Schedule (Resolution 25-54)**

John Kahl motioned to approve adjusting Wage and Salary Schedule. Chuck Nagel seconded the motion. Eric stated that the Consumer Price Index (CPI) this year is 3.1% compared to 3.5% last year. This adjustment will keep the salary and wages for new hires competitive.

Motion carried.

**e. Motion to approve Cost-of-Living Salary Adjustments for eligible staff (Resolution 25-53)**

John Kahl motioned to approve Cost-of-Living Salary Adjustments for eligible staff. Rita Ali seconded the motion.

Eric stated that the 3.1% increase to all current staff will total an approximate \$23,500 increase.

Motion carried.

**f. Motion to approve IMRF Resolution allowing buy-back of out-of-state time (Resolution 25-48)**

Russ Crawford motioned to approve IMRF Resolution allowing buy-back of out-of-state time. Chuck Nagel seconded the motion.

- Eric stated that this is to allow Debbi La Rue to purchase two years of service time she earned while working in California before coming to Tri-County, and the Commission will incur a fractional, negligible cost.
- John Kahl asked for clarification that this is for any employee, not just this one.
- Chuck Nagel stated that each instance will require its own resolution, on a case-by-case basis, per IMRF.
- Eric stated this could be a consideration during the hiring process, if a potential employee has a large number of years.
- Patrick Urich stated the limit on buying back time is up to 10 years.

Russ Crawford motioned to defer until clarification can be obtained. Rick Powers seconded the motion to defer.

**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)**

Rita Ali motioned to approve out-of-state travel for one Planner to attend the 2025 Transit Retreat June 25-26, 2025, in Des Moines, IA. Amanda Beadles seconded the motion.

- Reema Abi-Akar stated that Tri-County has extra funds in the HSTP budget to utilize by the end of June 2025, so she hopes to utilize them by attending this Transit Retreat Conference.
- The conference will focus on rural, small urban, and demand response transit, which is a large focus of the HSTP program.
- Tri-County has not sent a planner to this conference before, but the agenda includes relevant topics such as connecting rural and urban transit, navigating ADA requirements, and the low- and no-emission program.

Motion carried.

**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)**

Matt Wigginton motioned to approve Executive Director entering into agreement with Village of Creve Coeur for technical services related to Northern Tazewell County Enterprise Zone. Amanda Beadles seconded the motion.

Debbi La Rue presented the following:

- During Creve Coeur's comprehensive planning process, we identified participation in the Northern Tazewell County Enterprise Zone as an implementation strategy.
- GPEDC approached the NTCEZ, and the participating municipalities expressed an openness to their joining and, last year, Creve Coeur applied for Illinois Department of Commerce and Economic Opportunity Energy Transition Community Change Grant funds through Tazewell County to pay consultants to help identify potential Enterprise Zone sites.
- The proposed agreement authorizes Tri-County to perform planning and mapping services to support development of a proposal to the NTCEZ.

Motion carried.

**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)**

Reema Abi-Akar presented the following:

- Tri-County had previously applied for a Bus Stop Inventory and Analysis grant through IDOT's Section 5305(e) program.
  - This is Federal Transit Administration passthrough money, managed by IDOT, to conduct technical studies to support public transportation.
- Tri-County received this grant; it includes \$159,599 in Federal funds and \$39,900 in non-Federal funds, for a total project cost of \$199,499.
- This project includes inventorying bus stops to document their condition, including measuring things like slopes, stormwater retention, and ADA features.
  - It will also include a location analysis, public outreach, wayfinding designs, and cost estimates for capital needs (like building concrete pads in areas that need them).
  - The Project's goal is to prioritize the CityLink bus stop improvements that would provide the most effective use of future capital transit improvement funding.
  - This will be partially consultant-led.
- Tri-County spoke with the Greater Peoria Mass Transit District, and both parties have agreed to split the non-Federal match requirement of \$39,900 equally.
- Tri-County will enter into an intergovernmental agreement with CityLink for \$19,950 in match assistance.
- The Commission's approval will allow three things:
  - Tri-County to sign the contract with IDOT for this project
  - Tri-County to issue a Request for Proposals (RFP) for the project to select a consultant
  - Tri-County to enter into an intergovernmental agreement with the Greater Peoria Mass Transit District to split the non-Federal match

Motion carried.

**b. Motion to adopt the Human Service Transportation Plan (HSTP) Region 5 Update (Resolution 25-61)**

[https://tricountyrpc.org/wp-content/uploads/HOI-HSTP-2025\\_final-reduced.pdf](https://tricountyrpc.org/wp-content/uploads/HOI-HSTP-2025_final-reduced.pdf)

Danny Phelan motioned to adopt the Human Service Transportation Plan (HSTP) Region 5 Update. John Kahl seconded the motion.

Reema Abi-Akar presented the following:

- The HSTP outlines the state of human services transportation for seniors, individuals with disabilities, those with low incomes, veterans, and other populations considered transit-dependent across HSTP Region 5.
  - Region 5 includes Peoria, Tazewell, Woodford, Fulton, Knox, Stark, and Marshall counties.
- This plan outlines the transportation needs and options, programs and funding sources, regionwide and urban-specific demographics, service gap analysis, goals, and successes.
- This was a “lite” update – the following updates were made:
  - Updated demographic maps and charts to newer US Census data
  - Updated the HSTP Committee and collaborating entities list
  - Added new bylaws
  - Updated Section 5310 projects and funding amounts
- Tri-County held a 30-day public comment period from February 3-March 4, 2025
  - Staff received one comment and incorporated that change
- On Tuesday, April 1, the HSTP Committee unanimously voted to approve this plan, and the Technical Committee recommended the adoption of the plan at their April 16 meeting.

Motion carried.

**c. Call for Projects – FY 2026 Special Transportation Studies – attachment**

Eric shared that this is the 10<sup>th</sup> year of the program, and it has been successful in jumpstarting many projects. Michael Bruner presented the following:

- Tri-County has programmed approximately \$135,000 of its Fiscal Year 2026 Metropolitan Planning Funds for local jurisdictions to undertake special transportation planning projects.
- The Call for Projects and project application link is available on the Commission's website, under Funding Programs: <https://tricountyrpc.org/funding-programs/special-studies/>
  - The project application is a Google Form, plus supporting documents that are to be emailed to Staff at [funding@tricountyrpc.org](mailto:funding@tricountyrpc.org).
- Project Schedule:
  - Friday, May 16 – Project proposals are due by 3:30 p.m.
  - Wednesday, May 21 – Establish Project Review Subcommittee at Technical Committee Meeting
  - Monday, June 9 – Project Review Subcommittee meets to review, grade, and recommend projects
  - Wednesday, June 18 – Technical Committee makes recommendation to Commission
  - Wednesday, July 2 – Commission approves projects
- Examples of eligible projects include:
  - Active transportation plans
  - Asset management (data collection & analysis)
  - Corridor planning
  - Feasibility studies
  - Transit planning

**10. Updates**

**a. Reminder – FY 2026 Joint Funding Agreement – attachment**

Michael Bruner shared the following reminder:

- Friendly reminder that Staff sent an email on Tuesday, April 8th to your Technical Committee representatives regarding the collection of signatures on the FY 2026 Joint Funding Agreement.
- Please work with your respective Technical Committee member to sign and return the signed agreement.
- Lori has a copy of the agreement for those who are able to sign the agreement today.
- Tri-County asks that the signed agreement be sent to Staff by the May 21st Technical Committee meeting.

b. **IDOT** – Doug DeLille stated that a NOFO was sent out for the Highway Safety Improvement Program, \$33 million on the table for FY27; applications are due June 20.

c. **FHWA** – no report

## **11. Other**

a. Next meeting is scheduled for June 4, 2025, at 9:00 a.m.

## **12. Adjournment**

Chuck Nagel motioned to adjourn. Danny Phelan seconded the motion, and the meeting adjourned at 10:01 a.m.

Submitted by Eric Miller, Executive Director

Recorded by Michael Bruner, Senior Planner

Transcribed by Lori Reynolds, Office Administrator

**RESOLUTION 25-65**

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

Presented this 4<sup>th</sup> day of June 2025

Adopted this 4<sup>th</sup> day of June 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



# APRIL 2025

## Financial Summary

### Full Commission

	April-25	March-25	FY25 YTD
<b>Net Income / (Loss)</b>	<b>(7,293)</b>	<b>(14,423)</b>	<b>154,905</b>

	April-25	March-25	FY25 YTD
<b>Internal Funds Used for FHWA SS4A Plan</b>	<b>(4,901)</b>	<b>(8,176)</b>	<b>(34,903)</b>
<b>Internal Funds Used for IEPA Kickapoo Creek Study</b>	<b>(3,594)</b>	<b>(1,950)</b>	<b>(13,872)</b>
<b>Internal Funds Used for Multimodal Network</b>	<b>(1,537)</b>	<b>-</b>	<b>(11,537)</b>
<b>TOTAL INTERNAL FUNDS USED - FY25</b>	<b>(10,032)</b>	<b>(10,126)</b>	<b>(60,312)</b>

**Page 1      Monthly Financial Summary**

**Page 2      PPUATS Joint Funding Account Summary**

**Page 3      Balance Sheet**

	April-25	March-25	Increase / (Decrease)
Operating Cash	977,696	929,516	48,180
Joint Funding Account	632,157	645,981	(13,824)
All Unrestricted and Restricted Cash	1,618,768	1,584,936	33,832

Accounts Receivable	April-25	March-25	Increase / (Decrease)
<b>Total Accounts Receivable</b>	<b>305,111</b>	<b>358,927</b>	<b>(53,816)</b>
Total Federal Receivables	252,180	306,953	(54,773)
Total State Receivables	43,590	46,191	(2,601)
Total Local Receivables	9,341	5,783	3,557

Accounts Payable	April-25	March-25	Increase / (Decrease)
<b>Total Accounts Payable at EOM</b>	<b>97,956</b>	<b>105,203</b>	<b>(7,247)</b>
A/P to be billed - Pass-throughs	94,492	102,576	(8,084)
A/P indirect costs	3,464	2,627	837

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

**Page 5      Income Statement**

	April-25	March-25	Increase / (Decrease)
Current Income	156,372	363,957	(207,585)
Current Expenses	(163,664)	(378,380)	214,716
<b>Net Income / (Loss)</b>	<b>(7,293)</b>	<b>(14,423)</b>	<b>7,131</b>

Staff Time	April-25	March-25	Increase / (Decrease)
Regular Working Days	22.00	21.00	1.00
Paid Holidays	1.00	-	1.00
PTO Used (Hours)	63.50	135.00	(71.50)

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

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

# APRIL 2025

## PPUATS Joint Funding Account Summary

	Current Month	Previous Month
	April-25	March-25
<b>Account Balance</b>	<b>632,157</b>	<b>645,981</b>

<b>Account Income</b>	<b>April-25</b>	<b>March-25</b>
Joint Funding Payments Received	-	-
Interest Income	52	56
<b>Monthly Income</b>	<b>52</b>	<b>56</b>

<b>Account Expenses</b>	<b>April-25</b>	<b>March-25</b>
Peoria, Tazewell, Woodford - Member Dues**	(3,750)	(7,500)
Kickapoo Creek - Local Match	(1,950)	(2,382)
Multimodal Network - Local Match	-	-
Safe Streets 4 All - Local Match	(8,176)	(6,474)
<b>Monthly Expenses</b>	<b>(13,876)</b>	<b>(16,355)</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 April 30, 2025

	Apr 30, 25	Mar 31, 25	Apr 30, 24
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
10000 · Cash - Unrestricted			
10110 · MCB Checking - Operations	977,696	929,516	1,010,599
Total 10000 · Cash - Unrestricted	977,696	929,516	1,010,599
11000 · Cash - Restricted			
11110 · MCB Checking - Flex Benefits	1,530	1,530	1,530
11210 · MCB Money Market - PPUATS	632,157	645,981	496,924
11310 · MCB Checking - IL MPO Adv.	-	-	19,238
11410 · MCB Savings - Unvested Retiremt	7,385	7,909	12,619
Total 11000 · Cash - Restricted	641,072	655,421	530,311
<b>Total Checking/Savings</b>	<b>1,618,768</b>	<b>1,584,936</b>	<b>1,540,911</b>
Accounts Receivable	305,111	358,927	209,735
Other Current Assets	18,555	22,374	17,775
<b>Total Current Assets</b>	<b>1,942,435</b>	<b>1,966,237</b>	<b>1,768,421</b>
Fixed Assets	39,284	41,298	17,629
Other Assets	135,465	138,454	20,376
<b>TOTAL ASSETS</b>	<b>2,117,183</b>	<b>2,145,989</b>	<b>1,806,426</b>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable	97,956	105,203	86,912
Other Current Liabilities			
21000 · Accrued Expenses	2,492	2,136	4,011
21100 · Accounts Payable - Employees	732	1,652	373
22000 · Employer Liabilities	114,143	120,664	106,524
23000 · Unearned Revenue	44,192	48,669	42,620
28000 · Current Lease Liab. - Office Sp	4,506	6,741	5,857
28001 · Current Lease Liab. - Copier	940	1,409	877
Total Other Current Liabilities	167,005	181,271	160,262
Total Current Liabilities	264,961	286,474	247,174
Long Term Liabilities	133,144	133,144	14,152
Total Liabilities	398,105	419,618	261,326
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>154,905</b>	<b>162,197</b>	<b>249,342</b>
Total Equity	1,719,078	1,726,371	1,545,100
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,117,183</b>	<b>2,145,989</b>	<b>1,806,426</b>

# Tri-County Regional Planning Commission

## Statement of Cash Flows

April 2025

	Apr 25	Jul '24 - Apr 25
<b>OPERATING ACTIVITIES</b>		
Net Income	(7,293)	154,905
Adjustments to reconcile Net Income to net cash provided by operations:		
13000 · Accounts and Grants Receivable	59,735	141,972
13001 · Accrued Receivables	(5,919)	(33,343)
15000 · Prepaid Expenses	3,818	(3,978)
20000 · Accounts Payable	(7,247)	(63,515)
21000 · Accrued Expenses	356	(8)
21100 · Accounts Payable - Employees	(921)	206
22100 · Accrued Wages Payable	(2,611)	1,208
22200 · Accrued Vacation/Personal Time	(2,576)	2,923
22300 · Unvested Retirement	-	(5,838)
22503 · FICA & Medicare	(243)	89
22504 · IL Unemployment Taxes	(1,066)	(188)
22516 · IMRF - Commission	(11)	4,088
22520 · United Way	(13)	(13)
23101 · Deferred Revenue - IDOT	(4,477)	40,159
23210 · Kickapoo Creek Watershed-Local	-	(2,935)
28000 · Current Lease Liab. - Office Sp	(2,235)	4,506
28001 · Current Lease Liab. - Copier	(469)	940
Net cash provided by Operating Activities	28,829	241,177
<b>INVESTING ACTIVITIES</b>		
17100 · Computer Equipment	-	(38,858)
17101 · Accum. Deprec. - Computers	2,014	16,643
19000 · Right of Use - Office Space	2,517	(125,599)
19001 · Right of Use - Copier	472	4,036
Net cash provided by Investing Activities	5,003	(143,778)
<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	33,832	216,391
Cash at beginning of period	1,584,936	1,402,377
Cash at end of period	<b>1,618,768</b>	<b>1,618,768</b>

# Tri-County Regional Planning Commission

## Profit & Loss

April 2025

	CURRENT Month	Previous Month	FY25 - CURRENT YTD	FY24 - PREVIOUS YTD
	Apr 25	Mar 25	Jul '24 - Apr 25	Jul '23 - Apr 24
Ordinary Income/Expense				
Income				
41000 · Federal Grants and Awards	128,665	339,061	1,537,741	1,338,473
42000 · State Grants and Awards	20,985	20,353	235,911	261,232
43000 · Local Matching Contributions	2,590	1,642	262,456	275,778
44000 · Charges for Services	4,011	2,778	36,572	49,636
46000 · Interest Income	121	123	1,108	951
47000 · Other Income	-	0	0	-
<b>Total Income</b>	<b>156,372</b>	<b>363,957</b>	<b>2,073,788</b>	<b>1,926,069</b>
Gross Profit	156,372	363,957	2,073,788	1,926,069
Expense				
60500 · Amortization Expense	2,989	2,989	30,138	40,640
61000 · Computer Expenses	1,676	1,547	32,849	26,765
61500 · Outside Services	66,756	272,241	885,744	761,565
62000 · Depreciation	2,014	2,014	16,643	16,688
63000 · Employee Benefits	21,656	22,110	212,531	162,571
63400 · Interest Expense	728	740	7,028	960
63500 · Office Administration	2,773	1,400	17,031	16,587
64000 · Miscellaneous	122	893	6,456	8,189
65000 · Professional Fees	1,584	-	33,860	31,808
65500 · Facility Costs	1,017	867	12,363	6,751
66000 · Salaries and Wages	61,864	71,524	646,042	590,161
66500 · Training & Education	-	835	7,986	2,557
67000 · Travel	486	1,222	10,212	11,485
<b>Total Expense</b>	<b>163,664</b>	<b>378,380</b>	<b>1,918,884</b>	<b>1,676,727</b>
Net Ordinary Income	(7,293)	(14,423)	154,905	249,342
<b>Net Income</b>	<b>(7,293)</b>	<b>(14,423)</b>	<b>154,905</b>	<b>249,342</b>

# Tri-County Regional Planning Commission

## Check Register - Operating Account

### APRIL 2025

Date	Num	Name	Memo	Amount
04/01/2025	1571	City of Peoria	Rent - 04/2025	2,950.00
04/01/2025	1572	Blue Cross Blue Shield of Illinois	Health Insurance - 04/2025	10,995.49
04/04/2025	ACH	Staff - Payroll	Payroll 03/16/25 - 03/31/25	26,056.81
04/04/2025	ACH	Department of the Treasury	Payroll Taxes 03/16/25 - 03/31/25	8,376.28
04/04/2025	ACH	Illinois Department of Revenue	Payroll Taxes 03/16/25 - 03/31/25	1,581.22
04/04/2025	ACH	CEFCU	Payroll Liability 03/16/25 - 03/31/25	50.00
04/04/2025	ACH	Nationwide Retirement	Nationwide Retirement - 03/16/25 - 03/31/25	1,749.72
04/04/2025	ACH	IMRF	IMRF Pension Payment - 03/16/25 - 03/31/25	5,067.07
04/07/2025	1573	Heart of IL United Way	Payroll Liability	19.50
04/09/2025	ACH	Delta Dental	Dental Insurance	474.70
04/09/2025	ACH	ESRI, Inc.	ArcGIS credits	600.00
04/09/2025	ACH	Guardian	Life, Disability, and Vision Insurance	538.03
04/09/2025	ACH	Heartland Parking	Parking Validations	99.00
04/09/2025	ACH	IT Unified	Monthly Services	2,126.00
04/09/2025	ACH	Lochmueller Group	Consultant Services - FHWA SS4A	40,882.31
04/09/2025	ACH	The Cleaning Source	Office Cleaning	210.00
04/09/2025	ACH	Verizon Wireless	Phones	336.57
04/09/2025	ACH	WEX Bank	Fuel for Commission Vehicle	54.78
04/09/2025	ACH	WSP USA, Inc.	Consultant Services - IDOT SPR Port Dist	11,285.73
04/18/2025	ACH	Staff - Payroll	Payroll 04/01/25 - 04/15/25	21,258.13
04/18/2025	ACH	Department of the Treasury	Payroll Taxes 04/01/25 - 04/15/25	6,650.62
04/18/2025	ACH	Illinois Department of Revenue	Payroll Taxes 04/01/25 - 04/15/25	1,322.33
04/18/2025	ACH	CEFCU	Payroll Liability 04/01/25 - 04/15/25	50.00
04/18/2025	ACH	Nationwide Retirement	Nationwide Retirement - 04/01/25 - 04/15/25	1,225.00
04/18/2025	ACH	IMRF	IMRF Pension Payment - 04/01/25 - 04/15/25	4,545.48
04/25/2025	ACH	IL Dept of Employment Security	IL SUTA Taxes - 1st Qtr 2025	1,104.23
04/25/2025	ACH	Morton Community Bank	Bruner - Payment for CC Charges	338.19
04/25/2025	ACH	Morton Community Bank	Reynolds - Payment for CC Charges	735.00
04/29/2025	ACH	Heartland Parking	Monthly Parking	937.00
04/29/2025	ACH	Hinckley Springs	Water for Office	92.93
04/29/2025	ACH	PGAV Planners, LLC	Consultant Services - Local Comp Plans	4,000.00
04/29/2025	ACH	Stantec Consulting Services, Inc.	Consultant Services - USEPA Brownfields	6,763.50
04/29/2025	1574	Baxter & Woodman, Inc.	Consultant Services - IEPA Kickapoo Creek	7,478.00
04/29/2025	1575	Dluski & Smith, LLC	Legal Fees - Peoria County Comp Plan	980.00
04/29/2025	1576	Gatehouse Media	Legal Notices	448.00
04/29/2025	1577	Xerox Financial Services	Copier Lease	481.43
04/30/2025	ACH	Morton Community Bank	Service Charge	16.56
<b>Register</b>			<b>Total Checks</b>	<b>171,879.61</b>

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

Date	Employee Card	Vendor	Memo	Amount
04/02/2025	Bruner	IL Bike Summit	Registration - Crutcher	50.00
04/07/2025	Bruner	Qbox	QuickBooks File Management	20.00
04/08/2025	Reynolds	Amazon	Office Supplies	22.97
04/12/2025	Bruner	i3 Broadband	Internet Service	117.48
04/23/2025	Reynolds	Uftring	TCRPC Vehicle Repairs	1,303.56
04/27/2025	Bruner	GoToMeeting	Annual Subscription (will be refunded)	129.60
04/29/2025	Bruner	Adobe	Adobe Subscription - Main Account	200.71
04/29/2025	Reynolds	Amazon	Office Supplies	94.14
04/30/2025	N/A	Morton Community Bank	Finance Charges	0.00
<b>Register</b>			<b>Total Charges</b>	<b>1,938.46</b>

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

## **RESOLUTION 25-62**

### **A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO ADOPT THE FISCAL YEAR 2026 BUDGET.**

**WHEREAS**, the Tri-County Regional Planning Commission, hereafter referred to as the Commission, routinely seeks funding from a variety of sources to perform projects that are beneficial to the region and/or to the individual communities in the region, and

**WHEREAS**, the Commission creates and uses a consolidated budget to manage its programs and monitor its finances, and

**WHEREAS**, the Executive Board recommends the attached budget,

**WHEREAS**, the Ways and Means Committee has reviewed the FY 2026 Budget and recommends approval.

**NOW THEREFORE BE IT RESOLVED**, that the Tri-County Regional Planning Commission hereby approves and adopts the FY 2026 Budget for the period from July 1, 2025, to June 30, 2026, and authorizes the Executive Director to take such actions as necessary to implement the budget within the confines of the Commission policy.

Presented this 4<sup>th</sup> day of June 2025

Adopted this 4<sup>th</sup> day of June 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



**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 (TRRPC 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>

## **RESOLUTION 25-64**

### **A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO AMEND THE PARENTAL LEAVE POLICY AS STATED IN ATTACHMENT A.**

**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 Executive Board of the Commission have reviewed the proposed changes of the Parental Leave Policy in the TCRPC 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 to the Parental Leave Policy in the Employee Handbook as stated in Attachment A, retroactive to May 7, 2025.

Presented this 4th day of June 2025

Adopted this 4th day of June 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:** Revision to the Parental Leave Policy

**DATE:** June 4, 2025

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## Action Needed

For discussion and recommendation to forward the policy revision to the full commission for approval.

## Background

The Tri-County Regional Planning Commission board passed a new Parental Leave Policy at the full commission meeting on May 7, 2025. Subsequent to the meeting, staff discovered language in the policy that was likely to be misinterpreted. Management contacted the TCRPC attorney and the attorney suggested a revision to the language in the Parental Leave Policy to provide clarity in procedure going forward.

The language in the policy that was passed at the May 7, 2025 meeting indicates that all of an employee's paid time off must be exhausted before applying for short-term disability benefits through IMRF and/or Guardian Insurance. However, neither IMRF nor Guardian short-term disability insurance coverage requires all paid time off must be exhausted before disability benefits are paid to an employee. Both insurance policies require a waiting period before disability payments begin, and disability payments are not allowed while an employee is receiving a paycheck. Therefore, the requirement to use all paid time off before applying for short-term disability insurance benefits does not allow employees to make the best use of their benefits.

The TCRPC attorney suggests striking the policy language that indicates an employee's paid time off must be exhausted before applying for short-term disability benefits.

The paragraph in question from the Parent Leave Policy is as follows:

**Original Policy Language:**

"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**."

**Suggested Revision:**

~~After exhausting their PTO,~~ "Employees may use IMRF and/or Guardian short-term disability if applicable."

The suggested change to the Parental Leave policy will not cause any additional expense to Tri-County and may be implemented retroactively without legal consequences.

**Discussion**

Management would appreciate input from the Executive Board on the suggested policy revision. We are seeking a recommendation to forward this revision to the Full Commission for retroactive approval.

**Supplemental Information**

***Parental Leave Policy (passed by TCRPC Full Commission 05/07/2025)***

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.

***Notes from Attorney Frank W. Ierulli, Heyl Royster***

**Issue:** Is there any negative legal impact to revising the recently adopted TCRP Parental Leave Policy to better coordinate its best use with existing benefits.

**Law:** The Family and Medical Leave Act (FMLA) sets minimum requirements for employee leave rights under federal law. The current language of the TCRP policy is lawful and consistent with FMLA. However, you may provide greater leave benefits than the minimum required by FMLA to allow your employees to make the best use of their existing benefits. Further, specific authority for this is found in the Code of Federal Regulations (CFR).

29 CFR § 825.700(b) provides in pertinent part "[n]othing in this Act prevents an employer from amending existing leave and employee benefit programs, provided they comply with FMLA. However, nothing in the Act is intended to discourage employers from adopting or retaining more generous leave policies." (italics added)

**Conclusion:** TCRP may amend their policy so long as it meets the minimum required by FMLA. The proposed amendment would create a more generous leave benefit, in that it would allow TCRP employees to make the best use of their existing IMRF and/or Guardian short-term disability insurance coverage benefits. Thus, there would be no negative legal impact to revising the recently adopted TCRP Parental Leave Policy.

If TCRP determines amending the recently adopted TCRP Parental Leave Policy is



appropriate, I would suggest the following revision:

“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). Employees 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.”

The proposed amendment would require Board approval but could be implemented retroactively.

## **ATTACHMENT A**

### 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). Employees 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 extended 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.

**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 4th day of June 2025

Adopted this 4th day of June 2025

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

**ATTEST:**

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

## **RESOLUTION 25-69**

### **A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO APPROVE THE PROGRAMMING OF REDISTRIBUTED TRANSPORTATION INFRASTRUCTURE FINANCE AND INNOVATION ACT FUNDS TO THE TRANSPORTATION ALTERNATIVE SET-ASIDE PROGRAM.**

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

**WHEREAS**, the Commission qualifies as a Transportation Management Area (TMA) pursuant to 23 CFR 450.310(c) due to a regional population exceeding 200,000 residents; and

**WHEREAS**, as a TMA, the Commission receives annual allocations of Transportation Alternatives (TA) Set-Aside funds under the Infrastructure Investment and Jobs Act (IIJA) from the Federal Highway Administration (FHWA) and administered by the Illinois Department of Transportation (IDOT); and

**WHEREAS**, IDOT has issued a redistribution of Transportation Infrastructure Finance and Innovation Act (TIFIA) funds to the TA Set-Aside program and allocated \$75,455 in such redistributed funds to the Commission; and

**WHEREAS**, under the most recent Combined Call for Projects, the Village of Peoria Heights' Glen Avenue ADA Improvement project (PH-26-01) was awarded \$760,549 in federal funds, falling short of its requested amount of \$115,756; and

**WHEREAS**, the application of the \$75,455 in redistributed TIFIA funds to project PH-26-01 would reduce the project's funding shortfall to \$40,301; and

**WHEREAS**, on My 21, 2025, the MPO Technical Committee unanimously recommended programming the redistributed TIFIA funds to the Peoria Heights Glen Avenue ADA Improvement project.

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

That the Tri-County Regional Planning Commission hereby approves the programming of the \$75,455 in redistributed Transportation Infrastructure Finance and Innovation Act funds to the Village of Peoria Heights Glen Avenue ADA Improvement project (PH-26-01) and authorizing staff to take all actions necessary to implement this resolution, including notifying IDOT and updating relevant programming documents.

Presented this 4<sup>th</sup> day of June 2024

Adopted on this 4<sup>th</sup> day of June 2024

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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:** MPO Technical Committee & Staff

**SUBJECT:** Programming of TIFIA Redistribution Funds to TA Set-Aside Funds

**DATE:** June 4, 2025

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### **Action needed:**

Approve the programming of TIFIA redistribution funds for the Transportation Alternatives (TA) Set-Aside program.

### **Background:**

The Tri-County Regional Planning Commission (Commission), as the Metropolitan Planning Organization (MPO) for the Peoria-Pekin urbanized area, qualifies as a Transportation Management Area (TMA) due to its population exceeding 200,000. As a TMA, the Commission receives an annual allocation of TA Set-Aside funds, authorized through the Infrastructure Investment and Jobs Act (IIJA). These funds are provided by the Federal Highway Administration (FHWA) and administered by the Illinois Department of Transportation (IDOT).

Recently, IDOT issued a letter to all TMAs in Illinois detailing the redistribution of TIFIA funds to the TA Set-Aside program. The Commission was allocated \$75,455 in redistributed TIFIA funds.

### **Combined Call for Projects:**

As part of the most recent Combined Call for Projects, TA funds were awarded to the following two projects:

1. City of Peoria – Pioneer Parkway Multiuse Path
2. Village of Peoria Heights – Glen Avenue ADA Improvements

The Peoria Heights project (PH-26-01) was underfunded by \$115,756. The Village had requested \$876,305 in federal funds but received only \$760,549. During the programming process, it was noted that any additional TA funds would be considered to help close this funding gap. Applying the \$75,455 in TIFIA redistribution funds to the Peoria Heights project would reduce the funding shortfall to \$40,301.

### **MPO Technical Committee:**

At its May 21, 2025, meeting, the MPO Technical Committee unanimously recommended programming the \$75,455 in redistributed TIFIA funds to the Peoria Heights Glen Avenue ADA Improvements project (PH-26-01).

### **Attachment A:**

Letter from IDOT to all TMAs in Illinois regarding the redistribution of TIFIA funds to the TA Set-Aside program.



# Illinois Department of Transportation

Office of Planning & Programming / Bureau of Planning  
2300 South Dirksen Parkway / Springfield, Illinois 62764

May 5, 2025

Erin Aleman, Denise Bulat, Michael Dunn, Eric Miller, Jim Wild

## TIFIA REDISTRIBUTION ALLOTMENTS FOR THE TRANSPORTATION MANAGEMENT AREA (TMA) - TRANSPORTATION ALTERNATIVES PROGRAM

### TMA Directors:

Included in this letter is a listing of additional federal fiscal year (FFY) 2025 funding allotments for the Transportation Management Area - Transportation Alternatives Program (TMA-TAP) made available through the redistribution of Transportation Infrastructure Finance and Innovation Act (TIFIA) funds under the Fiscally Responsible Highway Funding Act of 2024 (FRHFA). This funding is available for use immediately.

- Chicago, IL TMA: \$2,364,364
- Round Lake Beach, McHenry, Grayslake, IL-WI TMA: \$72,167
- Davenport, IA-IL TMA: \$38,844
- Peoria, IL TMA: \$75,455
- Rockford, IL TMA: \$80,295
- St. Louis, MO-IL TMA: \$103,308

TIFIA funding redistributed to the Surface Transportation Block Grant program will be included in the formula for your State Fiscal Year 2027 Surface Transportation Program Allotments.

If you have any questions regarding these funding allotments, please contact Adam Gabany (adam.gabany@illinois.gov).

Sincerely,

A handwritten signature in blue ink, reading "Michael E. Vanderhoof".

Michael Vanderhoof, Bureau Chief  
Bureau of Planning

Cc: Brandon Geber  
Holly Primm  
Adam Gabany

## **RESOLUTION 25-70**

### **A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO APPROVE THE AMENDMENT TO THE FISCAL YEAR 2025-2028 TRANSPORTATION IMPROVEMENT PROGRAM.**

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

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

**WHEREAS**, the Commission has developed the Fiscal Year 2025 – 2028 Transportation Improvement Program, hereafter referred to as the TIP, through the continuing, cooperative, and comprehensive (3C) transportation planning process and through a participatory process as prescribed in the Commission's Public Participation Plan (PPP); and

**WHEREAS**, the TIP lists all federally funded transportation projects in the Metropolitan Planning Area (MPA) programmed within the four-year plan horizon and warrants the metropolitan transportation planning process follow all applicable state and federal requirements; and

**WHEREAS**, the Technical Committee recommended approval of the TIP on July 17, 2024, and the Commission authorized the adoption on August 7, 2024; and

**WHEREAS**, the Commission has received a request to amend the TIP by adding, deleting, or revising project(s) as shown in Attachment A; and

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

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

That the Commission herewith amends the Fiscal Year 2025–2028 Transportation Improvement Program as detailed in Attachment A.

Presented this 4<sup>th</sup> day of June 2025

Adopted this 4<sup>th</sup> day of June 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



**Attachment A**  
**FY 2025-28 Transportation Improvement Program**  
**TIP Amendment Request Form**  
**Page 1 of 2**

Title	TIP #	Section #	Location	Action	Source	Share	Cost
Traffic Signal Upgrades	S-26-10		Various locations in IDOT District 4	New traffic signal controllers, battery backup systems, and CCTV cameras at various locations	CRP	80%	\$ 640,000.00
						0%	
						0%	
						0%	
					State	20%	\$ 160,000.00
					Local	0%	
					Total		\$ 800,000.00
Requesting agency:		Illinois Dept. of Transportation					
Reason for amendment:		Addition to FY 2026 program. Currently scheduled for the 8/1/2025 letting.					

  

Title	TIP #	Section #	Location	Action	Source	Share	Cost
Highway Lighting Upgrades	S-26-11		I-74 from Sterling Ave to Illinois River	Upgrade HPS to LED luminaries on existing light towers, poles, and underpass luminaries.	CRP	80%	\$ 1,499,200.00
						0%	
						0%	
						0%	
					State	20%	\$ 374,800.00
					Local	0%	
					Total		\$ 1,874,000.00
Requesting agency:		Illinois Dept. of Transportation					
Reason for amendment:		Addition to FY 2026 program. Currently scheduled for the 9/19/2025 letting.					

  

Title	TIP #	Section #	Location	Action	Source	Share	Cost
Highway Lighting Upgrades	S-26-12		I-74 from Knoxville Ave to Washington St. in East Peoria	Upgrade HPS to LED luminaries on existing light towers, poles, and underpass luminaries.	CRP	80%	\$ 800,000.00
						0%	
						0%	
						0%	
					State	20%	\$ 200,000.00
					Local	0%	
					Total		\$ 1,000,000.00
Requesting agency:		Illinois Dept. of Transportation					
Reason for amendment:		Addition to FY 2026 program. Currently scheduled for the 9/19/2025 letting.					

**Attachment A**  
**FY 2025-28 Transportation Improvement Program**  
**TIP Amendment Request Form**  
**Page 2 of 2**

Title	TIP #	Section #	Location	Action	Source	Share	Cost
Glen Ave ADA Ramps	PH-26-01		Glen Ave - Prospect Rd to Knoxville Ave (IL-40)	Construction of ADA-compliant sidewalk ramps	TA	82%	\$ 653,271.00
					STBG	13%	\$ 107,278.00
					TIFIA-TA	9%	\$ 75,455.00
						0%	
					State	0%	
					Local	37%	\$ 296,877.04
					Total		\$ 1,132,881.04
Requesting agency:		MPO					
Reason for amendment:		Increasing federal funding by \$75,455 with redistributed TIFIA funds to TA Set-Aside program					

## **RESOLUTION 25-71**

### **A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO ADOPT THE TRI-COUNTY COMPREHENSIVE SAFETY ACTION PLAN AND VISION ZERO GOAL.**

**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 has a direct influence in advancing regional transportation safety; and

**WHEREAS**, the Commission recognizes the escalating number of traffic-related deaths and serious injuries, including the year 2020 with reduced traffic volumes; and

**WHEREAS**, the Federal Highway Administration and Federal Transit Administration have adopted the Safe Systems Principles to achieve Vision Zero, which is the goal of zero deaths and serious injuries due to traffic crashes; and

**WHEREAS**, the Safe Systems Principles emphasize safety for all road users, safer vehicles and roadway designs, speed management, high-quality post-crash care and in-depth post-crash traffic incident analysis; and

**WHEREAS**, a Comprehensive Safety Action Plan (CSAP) aligned with U.S. Department of Transportation requirements will enable all jurisdictions in the region to qualify for Safe Streets and Roads for All (SS4A) discretionary grant funding; and

**WHEREAS**, the Commission secured \$400,000 in FY 2022 SS4A funds and allocated \$100,000 in local funds to develop the Tri-County CSAP, supporting both Vision Zero and the Illinois Department of Transportation's Zero Fatality Goal; and

**WHEREAS**, the Commission affirms that crash-related fatalities and serious injuries must never be treated with indifference, nor accepted as inevitable; and

**WHEREAS**, the CSAP and Vision Zero will be integrated into the region's long-range transportation planning process.

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

That the Tri-County Regional Planning Commission hereby adopts the Tri-County Comprehensive Safety Action Plan and the Vision Zero Goal to guide highway management policy and roadway design, aiming to eliminate traffic deaths and serious injuries in the Tri-County region by 2050, and will incorporate Vision Zero into its long-range planning processes.

Presented this 4<sup>th</sup> day of June 2024

Adopted on this 4<sup>th</sup> day of June 2024

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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 25-66**

**RESOLUTION IN RECOGNITION AND APPRECIATION OF DISTINGUISHED SERVICE BY MIKE PHELAN TO THE TRI-COUNTY REGIONAL PLANNING COMMISSION.**

**WHEREAS**, the primary mission of Tri-County Regional Planning Commission, hereafter referred to as Commission, “is to [identify and] study the needs and conditions of our region and to develop strategies that enhance the region’s communities”; and

**WHEREAS**, it is crucial for individuals serving on the Commission to represent this mission to ensure a continuing, cooperative, and comprehensive (3-C) planning processes; and

**WHEREAS**, Michael Phelan has passionately served on the Commission and worked alongside fellow Commissioners and staff to help develop regional transportation policies and plans that reflect the region’s future vision; and

**WHEREAS**, Michael Phelan served on the Peoria Pekin Urbanized Area Transportation Study Policy Committee as representative of Peoria Heights and as an Appointment of Peoria County on the Tri-County Regional Planning Commission for 21 years; and

**WHEREAS**, Michael Phelan served as an officer including Chairman of the Commission, and a member of the Executive Board; and

**WHEREAS**, Michael Phelan’s leadership and influence on these Committees was notable and well received; and

**WHEREAS**, Michael Phelan sought out multiple opportunities to bridge the gap between board members and staff by creating educational opportunities and environment for both to learn and grow; and

**WHEREAS**, during his service on the Board of Directors, Michael Phelan provided invaluable insight, perspective, and guidance to the Board to assist the Commission in fulfilling its mission;

**NOW, THEREFORE, BE IT RESOLVED**, that The Tri-County Regional Planning Commissions acknowledges and extends its gratitude to Mike Phelan for his distinguished service to the Tri-County Regional Planning Commission and his lasting contributions to the organizations and its mission.

**BE IT FURTHER RESOLVED**, that this Resolution is saved in the permanent minutes of the Tri-County Regional Planning Commission and a copy of this Resolution is given to Mike Phelan.

Presented this 4th day of June 2025

Adopted this 4th day of June 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 25-67**

**RESOLUTION IN RECOGNITION AND APPRECIATION OF DISTINGUISHED SERVICE BY GARY MANIER TO THE TRI-COUNTY REGIONAL PLANNING COMMISSION.**

**WHEREAS**, the primary mission of Tri-County Regional Planning Commission, hereafter referred to as Commission, “is to [identify and] study the needs and conditions of our region and to develop strategies that enhance the region’s communities”; and

**WHEREAS**, it is crucial for individuals serving on the Commission to represent this mission to ensure a continuing, cooperative, and comprehensive (3-C) planning processes; and

**WHEREAS**, Gary Manier as Mayor of the City of Washington served on the Tri-County Regional Planning Commission for four years and previously as a member of the Peoria/Pekin Urbanized Area Transportation Study Policy Committee; and

**WHEREAS**, Gary Manier has passionately served on the Commission and worked alongside fellow Commissioners and staff to help develop regional transportation policies and plans that reflect the region’s future vision; and

**WHEREAS**, Gary Manier’s leadership and influence on these Committees was notable and well received; and

**WHEREAS**, during his service on the Board of Directors, Gary Manier provided invaluable insight, perspective, and guidance to the Board to assist the Commission in fulfilling its mission.

**NOW, THEREFORE, BE IT RESOLVED**, that The Tri-County Regional Planning Commissions acknowledges and extends its gratitude to Gary Manier for his distinguished service to the Tri-County Regional Planning Commission and his lasting contributions to the organizations and its mission.

**BE IT FURTHER RESOLVED**, that this Resolution is saved in the permanent minutes of the Tri-County Regional Planning Commission and a copy of this Resolution is given to Gary Manier.

Presented this 4th day of June 2025

Adopted this 4th day of June 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- 68**

**RESOLUTION IN RECOGNITION AND APPRECIATION OF DISTINGUISHED SERVICE BY OUTGOING CHAIRMAN GREG MENOLD TO THE TRI-COUNTY REGIONAL PLANNING COMMISSION.**

**WHEREAS**, the primary mission of Tri-County Regional Planning Commission, hereafter referred to as Commission, “is to [identify and] study the needs and conditions of our region and to develop strategies that enhance the region’s communities”; and

**WHEREAS**, it is crucial for individuals serving on the Commission to represent this mission to ensure a continuing, cooperative, and comprehensive (3-C) planning processes; and

**WHEREAS**, Greg Menold has passionately served on the Commission and worked alongside fellow Commissioners and staff to help develop regional transportation policies and plans that reflect the region’s future vision; and

**WHEREAS**, Greg Menold served on the Tri-County Regional Planning Commission as an appointed representative of Tazewell County for eight years including membership in the Peoria/Pekin Urbanized Area Transportation Study Policy Committee; and

**WHEREAS**, Greg Menold served as an officer including Chairman, Vice Chairman, and a member of the Executive Committee; and

**WHEREAS**, Greg Menold’s leadership and influence on these Committees was notable and well received; and

**WHEREAS**, Greg Menold sought out multiple opportunities to bridge the gap between board members and staff by creating educational opportunities and environment for both to learn and grow; and

**WHEREAS**, during his service on the Board of Directors, Greg Menold provided invaluable insight, perspective, and guidance to the Board to assist the Commission in fulfilling its mission;

**NOW, THEREFORE, BE IT RESOLVED**, that The Tri-County Regional Planning Commissions acknowledges and extends its gratitude to Greg Menold for his distinguished service to the Tri-County Regional Planning Commission and his lasting contributions to the organizations and its mission.

**BE IT FURTHER RESOLVED**, that this Resolution is saved in the permanent minutes of the Tri-County Regional Planning Commission and a copy of this Resolution is given to Greg Menold.

Presented this 4th day of June 2025

Adopted this 4th day of June 2025

ATTEST:

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Chuck Nagel, Chairman-Elect  
Tri County Regional Planning Commission

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