



AGENDA

Tri-County Regional Planning Commission Ways & Means Committee

John Kahl, Chairperson
Chuck Nagel, Camille Coates

Wednesday, May 6, 2026, at 8:30 a.m.
456 Fulton St, Room 420
Peoria, IL 61602

Microsoft Teams

[Join via computer or smart phone](#)

Meeting ID: 297 209 583 686

Passcode: vJDsNq

Dial in by phone:

1-929-346-7201

Phone conference ID: 654 072 884#

1. Call to Order
2. Roll Call
3. Public Comment
4. Motion to approve the Meeting Minutes of November 5, 2025
5. Recommendation to the Commission the approval of the March 2026 Financial Statements and Billings (Resolution 26-53)
6. Recommendation to the Commission the approval of the proposal and contract with the firm of M|H CPA, LLC to complete the financial and compliance audit for FY2026 (Resolution 26-50)
7. Discussion and Review of FY27 Draft Budget
8. Discussion and Recommendation of increasing credit card limit from \$5,000 to \$10,000 (Resolution 26-54)
9. Other
 - a. Next meeting is scheduled for June 2, 2026, at 8:30 a.m.
10. Adjournment



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

Ways & Means Committee

John Kahl, Chairperson

Chuck Nagle, and Camille Coates

MINUTES

Wednesday, November 5, 2025 @ 8:00 a.m.

1. Call to Order

Chairperson John Kahl called the meeting to order at 8:36 a.m.

2. Roll Call

Present: John Kahl and Chuck Nagel. Staff: Eric Miller, Rebecca Eisele, Ray Lees, Lori Reynolds.

Also present: Greg Douglas and Mike Plecki, MH CPA LLC

Absent: Camille Coates

3. Public Input-none

4. Approval of Minutes of June 4, 2025

Chuck Nagel moved to approve the minutes of June 4, 2025, and John Kahl seconded.

Motion carried.

5. Recommendation to Commission the approval of September 2025 Financial Statements and Billings.

Chuck Nagel moved to recommend to the Commission the approval the September 2025 Financial Statements, and John Kahl seconded.

Rebecca Eisele updated on the following:

- Total Operating Cash was \$1,044,929. Operating cash increased by \$116,484 in September, compared to August.
- Total Accounts Receivable balance at the end of the month was \$589,344. Of the A/R balance, \$368,415 was federal funds, \$54,193 was state funds, and \$166,736 was local funds.
- Accounts Payable balance at the end of September was \$273,181. Of that amount, \$264,662 was unpaid pass-through expenses as of the end of September. The remaining Accounts Payable balance of \$8,518 was regular monthly bills unpaid on the last day of the month.
- Total Revenue for September was \$183,681.

- Total Expenses for September were (\$196,509).
- September ended with a deficit of (\$12,827).
- (\$34,562) of local TCRPC funds have been used in FY26 for local matching funds for grants as of the end of September.
- Fiscal Year 2026 has a surplus of \$189,208 as of the end of September.

Motion carried.

6. Recommendation to Commission the approval of FY2025 Independent Audit Report (Resolution 26-21)

Chuck Nagel made a motion to recommend to Commission the approval of FY26 Independent Audit Report (Resolution 26-21), seconded by John Kahl.

Eric Miller introduced Greg Douglas, Director at MH CPA LLC, and Mike Plecki, Audit Supervisor.

Mike reported that pages 1-4 of the audit document is the Independent Audit Report, which upon completion, the auditors gave the audit an unmodified, clean opinion, meaning the financial statements and the note disclosures are in the proper form and content as it relates to generally accepted accounting principles, and are materially supported by the Commission's underlying accounting records and third party confirmations.

Pages 5-9 are the management discussion and analysis, which provides a summary of the financial statements from management's perspective.

Pages 10-12 are the actual financial statements, Exhibits A-C. This is the 11th straight year the Commission had an increase in their net position. The main change is on Exhibit A, which is the deferred outflows related to the pension and the unearned pension benefit and pension liability, all related to joining the IMRF pension plan. Also, this year there was a new accounting standard adopted, referred to as GASB 101 (Government Accounting Standards Board Statements #101), as it relates to accrued compensated absence, which means sick time is now included in the accrued liability. This had an impact of \$11,000.

Pages 13-28 are notes to the financial statements, which are very consistent with the prior year other than the addition of the IMRF. Note 10 begins on page 20 and is quite long. Upcoming changes to accounting standards for the FY26 audit are in Note 17 on page 28.

Pages 29-31 are Required Supplementary Information, now required due to the addition of IMRF.

Page 32 Schedule 1 is the Illinois Grant Accountability and Transparency Financial Report.

In addition to the financial statement audit, we also performed a single audit, on pages 33-40, showing the schedule of detailed expenditures of federal awards.

Pages 34-35 report on internal control and compliance, and is a narrative form of the findings. There were no findings.

Pages 36-38 report on compliance and internal control over federal awards compliance, which was also granted an unmodified clean opinion.

Page 39 Schedule 3 is the schedule of findings and questions. There were no findings related to internal controls.

Page 40 Schedule 4 is the summary schedule of prior audit findings from last year that require follow-up, of which there were none.

Greg Douglas reported on the Post-Audit Governance Letter, which explains to the board how the audit went operationally and working with management. Overall, the estimates and support for those estimates were found to be reasonable, which is exactly what the board and management want to hear. There is a new piece to this letter this year about Note 10 regarding the pension plan that gives more detail on the key numbers on the balance sheet.

The next section discusses any difficulties or disagreements with management and staff, and any other findings or issues. Here are listed three journal entries that the auditors had been made aware of prior to doing the audit, that Rebecca had put aside to wait for the auditors' expertise, not considered an error or problem with the audit. These items had no impact on the audit opinion.

The only items remaining to be completed are filing the data collection form, which is on hold for now due to the federal government shutdown, in addition to the compliance supplement, which tells the auditors what the federal agencies want them to test in their programs. This is late this year due to government staff cutbacks in the summer and the current shutdown. Once these items are available, the audit can be finalized and filed.

Greg and Mike wrapped up by thanking Rebecca, Eric, Ray and Lori for all their help during the audit. Eric thanked Rebecca and the auditors for their hard work in having another successful audit.

Motion carried.

7. Other:

a. Next meeting is scheduled for December 3, 2025 at 8:30 am.

8. Adjournment

Chuck Nagel motioned to adjourn, John Kahl seconded the motion and the meeting was adjourned at 8:56 a.m.

Submitted by:

Eric Miller, Executive Director

Recorded and transcribed by:
Lori Reynolds, Office Administrator

MARCH 2026

Financial Summary

Ways & Means Committee

	March-26	February-26	FY26 YTD
Net Income / (Loss)	(3,980)	(14,124)	119,847

	March-26	February-26	FY26 YTD
Internal Funds Used for IEPA Kickapoo Creek Study	COMPLETE	COMPLETE	1,211
Internal Funds Used for Multimodal Network	5,781	5,252	59,570
Internal Funds Used for IDOT SPR Bus Stop Inventory	1,822	1,037	12,231
Internal Funds Used for IL-29 Viaduct BCA	1,233	900	10,328
TOTAL INTERNAL FUNDS USED	8,836	7,189	83,341

Page 1 Monthly Financial Summary

Page 2 PPUATS Joint Funding Account Summary

Page 3 Balance Sheet	March-26	February-26	Increase / (Decrease)
Operating Cash	870,167	871,910	(1,743)
Joint Funding Account	728,619	732,307	(3,688)
Other Restricted Accounts	4,217	4,246	(29)
All Unrestricted and Restricted Cash	1,603,003	1,608,462	(5,459)

Page 4 Accounts Receivable	March-26	February-26	Increase / (Decrease)
Total Accounts Receivable	366,699	425,187	(58,488)
Total Federal Receivables	247,544	296,625	(49,081)
Total State Receivables	42,091	43,279	(1,188)
Total Local Receivables	77,064	85,283	(8,219)

Page 5 Accounts Payable	March-26	February-26	Increase / (Decrease)
Total Accounts Payable at EOM	100,394	140,423	(40,029)
A/P to be billed - Pass-throughs	93,010	106,617	(13,607)
A/P indirect costs	7,384	33,806	(26,422)

Page 6 Reference Statement of Cash Flows for Detail on Changes in Cash

Page 7 Income Statement	March-26	February-26	Increase / (Decrease)
Current Income	144,422	165,957	(21,535)
Current Expenses	(148,401)	(180,081)	31,680
Net Income / (Loss)	(3,980)	(14,124)	(10,145)

Staff Time	March-26	February-26	Increase / (Decrease)
Regular Working Days	22.00	19.00	3.00
Paid Holidays	-	1.00	(1.00)
PTO Used (Hours)	327.18	70.50	256.68

Staff Expense	March-26	February-26	Increase / (Decrease)
Salary Expenses	67,009	67,757	(747.98)
Benefits and Employer Taxes	20,470	18,412	2,057.89
Total Salary and Benefits Expense	87,479	86,169	(1,309.91)

Page 8 Checking Account Register of Expenses Paid

Pages 9 - 16 Bank Account Statements

Page 17 Credit Card Register of Expenses Paid

Pages 18 - 20 Credit Card Statements

MARCH 2026

PPUATS Joint Funding Account Summary

	Current Month	Previous Month
	March-26	February-26
Account Balance	728,619	732,307

Account Income	March-26	February-26
Joint Funding Payments Received	-	-
Interest Income	62	59
Monthly Income	62	59

Account Expenses	March-26	February-26
Peoria, Tazewell, Woodford - Member Dues	(3,750)	(3,750)
Bus Stop Inventory & Analysis - Local Match	-	(4,013)
IL-29 Viaduct BC Analysis - Local Match	-	(2,350)
Multimodal Network - Local Match	-	(23,968)
	-	-
Monthly Expenses	(3,750)	(34,081)

FY26 Joint Funding Summary	Received	Due
Total Joint Funding	\$ 243,526	\$ -
City Link	3,800	-
City of Chillicothe	3,410	-
City of East Peoria	12,511	-
City of Pekin	17,656	-
City of Peoria	62,959	-
City of Washington	8,942	-
City of West Peoria	2,372	-
Peoria County	53,901	-
Tazewell County	42,437	-
Village of Bartonville	3,308	-
Village of Creve Coeur	2,745	-
Village of Germantown Hills	1,899	-
Village of Morton	9,524	-
Village of Peoria Heights	3,287	-
Woodford County	14,775	-

Tri-County Regional Planning Commission

Balance Sheet

As of March 31, 2026

	Mar 31, 26	Feb 28, 26	Mar 31, 25
ASSETS			
Current Assets			
Checking/Savings			
10000 · Cash - Unrestricted	870,167	871,910	929,516
11000 · Cash - Restricted			
11110 · MCB Checking - Flex Benefits	-	-	1,530
11210 · MCB Money Market - PPUATS	728,619	732,307	645,981
11410 · MCB Savings - Unvested Retiremt	4,217	4,246	7,909
Total 11000 · Cash - Restricted	732,835	736,552	655,421
Total Checking/Savings	1,603,003	1,608,462	1,584,936
Accounts Receivable	366,699	425,187	385,416
Other Current Assets	29,904	33,479	32,432
Total Current Assets	1,999,606	2,067,128	2,002,785
Fixed Assets	23,802	25,149	41,298
Other Assets	808,906	811,895	138,454
TOTAL ASSETS	2,832,314	2,904,172	2,182,536
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable	100,394	140,423	133,276
Other Current Liabilities	181,044	208,893	197,698
Total Current Liabilities	281,438	349,316	330,974
Long Term Liabilities	710,050	710,050	133,144
Total Liabilities	991,488	1,059,367	464,118
Equity			
31000 · General Fixed Asset Equity	13,450	13,450	13,450
35000 · Capital Contribution	193,000	193,000	193,000
39000 · Retained Earnings	1,514,528	1,514,528	1,357,723
Net Income	119,847	123,827	154,245
Total Equity	1,840,825	1,844,805	1,718,418
TOTAL LIABILITIES & EQUITY	2,832,314	2,904,172	2,182,536

Tri-County Regional Planning Commission
A/R Aging Summary

As of March 31, 2026

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Direct Bill - ArcGIS Licensing						
Village of Tremont	-	-	-	-	950	950
Total Direct Bill - ArcGIS Licensing	-	-	-	-	950	950
IL-29 VBCA - Local Funds						
City of Chillicothe - 50%	1,701	-	-	-	-	1,701
Total IL-29 VBCA - Local Funds	1,701	-	-	-	-	1,701
Direct Bill - GIS						
Logan County	640	-	-	-	-	640
Total Direct Bill - GIS	640	-	-	-	-	640
Direct Bill - Planning Contracts						
NTCEZ - Miller, Hall, & Triggs	170	-	-	-	-	170
METEC	150	-	-	-	-	150
Peoria County Comprehensive Plan	10,659	-	62,040	-	-	72,699
Tazewell Co Comm. Development Review	754	-	-	-	-	754
Total Direct Bill - Planning Contracts	11,733	-	62,040	-	-	73,773
IDNR	2,957	-	3,811	-	-	6,768
IDOT - FTA	7,200	-	12,269	4,695	8,763	32,926
IDOT SPR						
IL-29 Corridor Plan- (01/28) 25T0062	15,730	-	722	67	-	16,518
Multimodal Network - (09/26) 24T0041	44,133	-	-	-	-	44,133
Multi-Jurisdictional Comp Plans - (06/26)	-	-	400	-	-	400
Total IDOT SPR	59,863	-	1,122	67	-	61,051
IDOT SPF	7,287	-	7,060	5,013	3,469	22,830
IDOT UPWP	77,553	-	82,277	-	-	159,830
IEMA	-	-	-	-	538	538
PPUATS Funding	-	-	-	-	-	-
USDOT	-	-	5,692	-	-	5,692
TOTAL	168,933	-	174,271	9,775	13,720	366,699

Tri-County Regional Planning Commission

A/P Aging Summary

As of March 31, 2026

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Blue Cross and Blue Shield of Illinois	(3,730)	-	-	-	-	(3,730)
City Link - GPMTD	-	-	5,692	-	-	5,692
CMT Engineers - Crawford, Murphy, & Tilly	-	-	14,968	-	-	14,968
ESRI, Inc.	-	1,200	-	-	-	1,200
Hanson Professional Services, Inc.	-	2,466	-	-	-	2,466
Heartland Parking 243602-Monthly	-	767	-	-	-	767
Heartland Parking 243651-Validations	69	-	-	-	-	69
Heyl Royster	-	3,569	2,141	-	-	5,711
Lochmueller Group, Inc.	28,907	31,259	-	-	-	60,167
Morton Community Bank	1,691	-	-	-	-	1,691
Planning NEXT	8,883	-	-	-	-	8,883
Staples	-	98	-	-	-	98
The Cleaning Source	220	-	-	-	-	220
Verizon Wireless	1,609	-	-	-	-	1,609
WEX Bank	77	-	-	-	-	77
Xerox Financial Services	507	-	-	-	-	507
TOTAL	38,233	39,360	22,801	-	-	100,394

Pass Through Expenses	Amount
CityLink - GPMTD	5,692
CMT Engineers - Crawford, Murphy, & Tilly	14,968
Hanson Professional Services, Inc.	2,466
Lochmueller Group, Inc.	60,167
Morton Community Bank	835
Planning NEXT	8,883
TOTAL Pass Through Expenses	93,010

Tri-County Regional Planning Commission

Statement of Cash Flows

July 2025 through April 2026

	Mar 26	Jul '25 - Mar 26
OPERATING ACTIVITIES		
Net Income	(3,980)	119,847
Adjustments to reconcile Net Income to net cash provided by operations:		
13000 · Accounts and Grants Receivable	53,930	(25,744)
13001 · Accrued Receivables	4,558	(16,112)
15000 · Prepaid Expenses	3,575	(7,369)
20000 · Accounts Payable	(40,029)	(155,017)
21000 · Accrued Expenses	356	(1,068)
21100 · Accounts Payable - Employees	1,104	748
22100 · Accrued Wages Payable	(5,861)	(4,968)
22200 · Accrued Leave:22210 · Vacation	(9,216)	(13,937)
22200 · Accrued Leave:22220 · Personal / PLAWA	(6,520)	(14,872)
22200 · Accrued Leave:22230 · Medical	(542)	(325)
22503 · FICA & Medicare	(435)	(320)
22504 · IL Unemployment Taxes	124	1,039
22516 · IMRF - Commission	(477)	(1,815)
22520 · United Way	7	20
23100 · PPUATS	-	(2,745)
23101 · Deferred Revenue - IDOT	(3,522)	(3,752)
28000 · Current Lease Liab. - Office Sp	(2,370)	7,187
28001 · Current Lease Liab. - Copier	(497)	1,261
Net cash provided by Operating Activities	(9,795)	(117,943)
INVESTING ACTIVITIES		
17101 · Accum. Deprec. - Computers	1,347	12,121
19000 · Right of Use - Office Space	2,517	22,657
19001 · Right of Use - Copier	472	4,244
Net cash provided by Investing Activities	4,336	39,022
FINANCING ACTIVITIES		
29000 · Lease Liability - Office Space	-	(28,069)
29001 · Lease Liability - Copier	-	(5,706)
Net cash provided by Financing Activities	-	(33,775)
Net cash increase for period	(5,459)	(112,695)
Cash at beginning of period	1,608,462	1,715,698
Cash at end of period	1,603,003	1,603,003

Tri-County Regional Planning Commission

Profit & Loss

March 2026

	CURRENT Month	Previous Month	FY26 - CURRENT YTD	FY25 - PREVIOUS YTD
	Mar 26	Feb 26	Jul '25 - Mar 26	Jul '24 - Mar 25
Ordinary Income/Expense				
Income				
41000 · Federal Grants and Awards	109,938	105,433	1,173,748	1,418,081
42000 · State Grants and Awards	20,760	17,479	199,327	224,363
43000 · Local Matching Contributions	10,116	30,000	456,507	263,741
44000 · Charges for Services	3,490	12,935	68,701	35,702
46000 · Interest Income	118	110	1,057	987
47000 · Other Income	-	-	-	0
Total Income	144,422	165,957	1,899,340	1,942,875
Gross Profit	144,422	165,957	1,899,340	1,942,875
Expense				
60500 · Amortization Expense	2,989	2,989	26,901	27,149
61000 · Computer Expenses	2,385	1,391	19,397	20,030
61500 · Outside Services	45,574	78,546	814,541	846,561
62000 · Depreciation	1,347	1,347	12,121	14,629
63000 · Employee Benefits	20,470	18,412	194,828	190,875
63400 · Interest Expense	590	603	5,760	6,300
63500 · Office Administration	2,257	1,402	24,094	14,258
64000 · Miscellaneous	-	135	5,030	6,334
65000 · Professional Fees	3,569	5,856	67,857	33,860
65500 · Facility Costs	877	877	7,546	11,346
66000 · Salaries and Wages	67,009	67,757	576,035	599,575
66500 · Training & Education	915	698	8,050	7,986
67000 · Travel	419	70	17,330	9,726
Total Expense	148,401	180,081	1,779,493	1,788,630
Net Ordinary Income	(3,980)	(14,124)	119,847	154,245
Net Income	(3,980)	(14,124)	119,847	154,245

Tri-County Regional Planning Commission
Check Register
As of March 31, 2026

Type	Date	Num	Name	Memo	Amount
10000 · Cash - Unrestricted					
10110 · MCB Checking - Operations					
Bill Pmt -Check	03/01/2026	1647	Blue Cross and Blue Shield of Illinois	#293821, #0000412052	(11,073.19)
Bill Pmt -Check	03/01/2026	1648	C-City of Peoria	456 Fulton St, Suite 401 Rent - 03/2026	(2,950.00)
Bill Pmt -Check	03/01/2026	1649	Xerox Financial Services	Contract# 010-0132427-001, Invoice# 41651350	(506.96)
Paycheck	03/05/2026	ACH	Staff Payroll	Payroll 02/15/26 - 02/28/26	(23,111.75)
Liability Check	03/05/2026	ACH	Illinois Department of Revenue	37-6020231 000	(1,547.68)
Liability Check	03/05/2026	ACH	Department of the Treasury	37-6020231	(7,892.04)
Liability Check	03/05/2026	ACH	Nationwide	0022365	(1,279.12)
Liability Check	03/05/2026	ACH	CEFCU	Miller	(50.00)
Liability Check	03/05/2026	ACH	IMRF	37-6020231	(3,773.42)
Bill Pmt -Check	03/19/2026	ACH	Hanson Professional Services, Inc.	Project# 23L1045A.00, Invoice# ARIV1022159	(1,800.00)
Bill Pmt -Check	03/19/2026	ACH	Heartland Parking 243651-Validations	243651 - 240830	(50.20)
Bill Pmt -Check	03/19/2026	ACH	Heyl Royster	Invoice# 1861693, File# 15819-207589	(1,043.10)
Bill Pmt -Check	03/19/2026	ACH	Hinckley Springs	168978313989896	(133.91)
Bill Pmt -Check	03/19/2026	ACH	IT Unified	Invoice# 11202 - Monthly Service	(2,126.00)
Bill Pmt -Check	03/19/2026	ACH	PGAV Planners, LLC	PGAV Project# 3144650, Invoice# 122880	(500.00)
Bill Pmt -Check	03/19/2026	ACH	The Cleaning Source	02/2026 Cleaning Services	(220.00)
Bill Pmt -Check	03/19/2026	ACH	Verizon Wireless	785117208-00001	(298.38)
Bill Pmt -Check	03/19/2026	ACH	WEX Bank	Acct# 0496-00-898688-7, Invoice# 110960157	(46.94)
Paycheck	03/20/2026	ACH	Staff Payroll	Payroll 03/01/26 - 03/15/26	(32,672.13)
Bill Pmt -Check	03/20/2026	1651	HR Fit, LLC	HR Consulting	(28,859.38)
Bill Pmt -Check	03/20/2026	1652	Principal Life Insurance Company	Account# 1213152-10001, 03/2026	(810.43)
Liability Check	03/20/2026	ACH	Illinois Department of Revenue	37-6020231 000	(2,391.73)
Liability Check	03/20/2026	ACH	Department of the Treasury	37-6020231	(15,007.52)
Liability Check	03/20/2026	ACH	IMRF	37-6020231	(5,829.68)
Liability Check	03/20/2026	ACH	CEFCU	Miller	(50.00)
Liability Check	03/20/2026	ACH	Nationwide	0022365	(1,250.00)
Bill Pmt -Check	03/26/2026	ACH	Morton Community Bank	Bruner - Payment for 02/2026 CC Charges	(418.90)
Bill Pmt -Check	03/26/2026	ACH	Morton Community Bank	Reynolds - Payment for 02/2026 CC Charges	(918.80)
Paycheck	03/27/2026	1653	Lees, Raymond W	Payroll Check	(2,244.00)
Paycheck	03/27/2026	1654	Lees, Raymond W	Payroll Check	(2,000.00)
Bill Pmt -Check	03/27/2026	1655	Planning NEXT	Peoria County Comprehensive Plan	(51,700.00)
Liability Check	03/27/2026	ACH	Illinois Department of Revenue	37-6020231 000	(280.45)
Liability Check	03/27/2026	ACH	Department of the Treasury	37-6020231	(1,310.48)
Check	03/31/2026			Service Charge	(15.60)
Total 10110 · MCB Checking - Operations					<u>(204,161.79)</u>
Total 10000 · Cash - Unrestricted					<u>(204,161.79)</u>
TOTAL					<u>(204,161.79)</u>

**Tri-County Regional Planning Commission
Reconciliation Summary**

10110 · MCB Checking - Operations, Period Ending 03/31/2026

	<u>Mar 31, 26</u>
Beginning Balance	883,439.73
Cleared Transactions	
Checks and Payments - 55 items	(135,132.09)
Deposits and Credits - 24 items	203,104.06
Total Cleared Transactions	<u>67,971.97</u>
Cleared Balance	<u><u>951,411.70</u></u>
Uncleared Transactions	
Checks and Payments - 2 items	(80,559.38)
Total Uncleared Transactions	<u>(80,559.38)</u>
Register Balance as of 03/31/2026	<u><u>870,852.32</u></u>
New Transactions	
Checks and Payments - 54 items	(139,724.86)
Total New Transactions	<u>(139,724.86)</u>
Ending Balance	<u><u>731,127.46</u></u>



Statement Ending 03/31/2026

TRI-COUNTY REGIONAL PLANNING

Page 1 of 4

Customer Number: XXXXXXXX

TRI-COUNTY REGIONAL PLANNING COMMISSION
 OPERATING
 456 FULTON ST STE 401
 PEORIA IL 61602-1299

At Your Service

Local Office Fondulac Bank
 Levee District
 Local Phone (309) 407-3900
 Local Address 201 Clock Tower Dr
 East Peoria IL 61611
 Customer Service (888) 418-5585
 Online Banking hometownbanks.com

Summary of Accounts

Account Type	Account Number	Ending Balance
BUSINESS ANALYSIS SWEEP	XXXXXXXX	\$224,984.40

BUSINESS ANALYSIS SWEEP - XXXXXXXX

Account Summary

Date	Description	Amount
02/28/2026	Beginning Balance	\$224,979.02
	24 Credit(s) This Period	\$317,048.34
	33 Debit(s) This Period	\$317,042.96
03/31/2026	Ending Balance	\$224,984.40

Operating - \$224,984.40
Sweep - \$726,427.30
Total Balance - \$951,411.70
Service Charge - \$15.60
Interest - \$55.23

Deposits

Date	Description	Amount
03/06/2026	DEPOSIT	\$15,000.00
03/13/2026	DEPOSIT	\$2,708.51
03/20/2026	DEPOSIT	\$1,211.00
03/27/2026	DEPOSIT	\$2,905.35

Electronic Credits

Date	Description	Amount
03/02/2026	State of Ill Commercial AC8212388006986	\$762.35
03/02/2026	State of Ill Commercial AC8212388006987	\$2,946.53
03/03/2026	State of Ill Commercial AC8215661004238	\$6,967.73
03/03/2026	State of Ill Commercial AC8215661004237	\$11,378.70
03/23/2026	State of Ill Commercial AC8311799009845	\$66,603.76
03/27/2026	State of Ill Commercial AC8327254006481	\$320.71
03/27/2026	State of Ill Commercial AC8327254006479	\$1,282.76
03/27/2026	State of Ill Commercial AC8327254006480	\$17,436.48
03/27/2026	State of Ill Commercial AC8327254006478	\$69,745.83

Other Credits

Date	Description	Amount
03/05/2026	OLB XFER FROM X4614 3/05/26 17:17 Hayes Unvested	\$29.12
03/05/2026	TRANSFER FROM ICS DEMAND ACCOUNT XXXXXXXXXXXXXXX4608	\$37,252.15
03/10/2026	TRANSFER FROM ICS DEMAND ACCOUNT XXXXXXXXXXXXXXX4608	\$480.00
03/11/2026	TRANSFER FROM ICS DEMAND ACCOUNT XXXXXXXXXXXXXXX4608	\$3,456.96
03/12/2026	TRANSFER FROM ICS DEMAND ACCOUNT XXXXXXXXXXXXXXX4608	\$11,073.19
03/18/2026	TRANSFER FROM ICS DEMAND ACCOUNT XXXXXXXXXXXXXXX4608	\$3,773.42
03/19/2026	TRANSFER FROM ICS DEMAND ACCOUNT XXXXXXXXXXXXXXX4608	\$6,218.53



Morton Community Bank is an Illinois Chartered Bank which includes Clock Tower Community Bank and all your Hometown Community Banks



BUSINESS ANALYSIS SWEEP - XXXXXXXX (continued)

Other Credits (continued)

Date	Description	Amount
03/20/2026	OLB XFER FROM X4611 3/20/26 17:16 Member Dues March 2026	\$3,750.00
03/20/2026	TRANSFER FROM ICS DEMAND ACCOUNT XXXXXXXXXXXXXXX4608	\$46,410.38
03/30/2026	TRANSFER FROM ICS DEMAND ACCOUNT XXXXXXXXXXXXXXX4608	\$4,524.45
03/31/2026	TRANSFER FROM ICS DEMAND ACCOUNT XXXXXXXXXXXXXXX4608	\$810.43

Electronic Debits

Date	Description	Amount
03/05/2026	TRI COUNTY REGIO HSA XXXXXX0231	\$50.00
03/05/2026	NATIONWIDE PAYMENTS DCDXXXXXXXX1002	\$1,279.12
03/05/2026	EDI PYMNTS IL DEPT OF REVEN TXP* 376020231000* 0112* 20260331* T* 154768\	\$1,547.68
03/05/2026	RECEIVABLE IMRF	\$3,400.68
03/05/2026	IRS USATAXPYMT 270646475968713	\$7,892.04
03/05/2026	TRI COUNTY REGIO PAYROLL XXXXXX0231	\$23,111.75
03/18/2026	RECEIVABLE IMRF	\$3,773.42
03/19/2026	TRI COUNTY REGIO VENDORS XXXXXX0231	\$6,218.53
03/20/2026	TRI COUNTY REGIO HSA XXXXXX0231	\$50.00
03/20/2026	NATIONWIDE PAYMENTS DCDXXXXXXXX5467	\$1,250.00
03/20/2026	EDI PYMNTS IL DEPT OF REVEN TXP* 376020231000* 0112* 20260331* T* 239173\	\$2,391.73
03/20/2026	IRS USATAXPYMT 270647980196727	\$15,007.52
03/20/2026	TRI COUNTY REGIO PAYROLL XXXXXX0231	\$32,672.13
03/27/2026	VISA PAYMENT 462501XXXXX4795	\$418.90
03/27/2026	VISA PAYMENT 462501XXXXX3232	\$918.80
03/27/2026	IRS USATAXPYMT 270648602425588	\$1,310.48
03/27/2026	RECEIVABLE IMRF	\$5,829.68
03/30/2026	EDI PYMNTS IL DEPT OF REVEN TXP* 376020231000* 0112* 20260331* T* 28045\	\$280.45

Other Debits

Date	Description	Amount
03/02/2026	TRANSFER TO ICS DEMAND ACCOUNT XXXXXXXXXXXXXXX4608	\$3,687.90
03/03/2026	TRANSFER TO ICS DEMAND ACCOUNT XXXXXXXXXXXXXXX4608	\$18,346.43
03/06/2026	TRANSFER TO ICS DEMAND ACCOUNT XXXXXXXXXXXXXXX4608	\$7,351.00
03/13/2026	TRANSFER TO ICS DEMAND ACCOUNT XXXXXXXXXXXXXXX4608	\$2,708.51
03/23/2026	TRANSFER TO ICS DEMAND ACCOUNT XXXXXXXXXXXXXXX4608	\$66,603.76
03/27/2026	TRANSFER TO ICS DEMAND ACCOUNT XXXXXXXXXXXXXXX4608	\$83,213.27
03/31/2026	ANALYSIS SERVICE CHARGE	\$15.60

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
1645	03/06/2026	\$7,649.00	1649	03/11/2026	\$506.96	1653	03/30/2026	\$2,244.00
1647*	03/12/2026	\$11,073.19	1650	03/09/2026	\$480.00	1654	03/30/2026	\$2,000.00
1648	03/11/2026	\$2,950.00	1652*	03/31/2026	\$810.43			

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount	Date	Amount
03/02/2026	\$225,000.00	03/11/2026	\$225,000.00	03/23/2026	\$225,000.00
03/03/2026	\$225,000.00	03/12/2026	\$225,000.00	03/27/2026	\$225,000.00
03/05/2026	\$225,000.00	03/13/2026	\$225,000.00	03/30/2026	\$225,000.00
03/06/2026	\$225,000.00	03/18/2026	\$225,000.00	03/31/2026	\$224,984.40
03/09/2026	\$224,520.00	03/19/2026	\$225,000.00		
03/10/2026	\$225,000.00	03/20/2026	\$225,000.00		



PO Box 104, Morton, IL 61550

Statement Ending 03/31/2026

TRI-COUNTY REGIONAL PLANNING

Page 1 of 4

Customer Number: XXXXXXXX

TRI-COUNTY REGIONAL PLANNING COMMISSION
456 FULTON ST STE 401
PEORIA IL 61602-1299

At Your Service

Local Office Fondulac Bank
 Levee District
Local Phone (309) 407-3900
Local Address 201 Clock Tower Dr
 East Peoria IL 61611
Customer Service (888) 418-5585
Online Banking hometownbanks.com

Summary of Accounts

Account Type	Account Number	Ending Balance
INSURED CASH SWEEP - PUBLIC	XXXXXXXX	\$726,427.30

INSURED CASH SWEEP - PUBLIC - XXXXXXXX

Account Summary

Date	Description	Amount
02/28/2026	Beginning Balance	\$658,460.71
	7 Credit(s) This Period	\$181,966.10
	9 Debit(s) This Period	\$113,999.51
03/31/2026	Ending Balance	\$726,427.30

Interest Summary

Description	Amount
Interest Earned From 02/28/2026 Through 03/31/2026	
Annual Percentage Yield Earned	0.10%
Interest Days	32
Interest Earned	\$55.23
Interest Paid This Period	\$55.23
Interest Paid Year-to-Date	\$166.90

Other Credits

Date	Description	Amount
03/02/2026	TRANSFER FROM BUS ANALYSIS SWEEP ACCOUNT XXXXXXXXXXXX4581	\$3,687.90
03/03/2026	TRANSFER FROM BUS ANALYSIS SWEEP ACCOUNT XXXXXXXXXXXX4581	\$18,346.43
03/06/2026	TRANSFER FROM BUS ANALYSIS SWEEP ACCOUNT XXXXXXXXXXXX4581	\$7,351.00
03/13/2026	TRANSFER FROM BUS ANALYSIS SWEEP ACCOUNT XXXXXXXXXXXX4581	\$2,708.51
03/23/2026	TRANSFER FROM BUS ANALYSIS SWEEP ACCOUNT XXXXXXXXXXXX4581	\$66,603.76
03/27/2026	TRANSFER FROM BUS ANALYSIS SWEEP ACCOUNT XXXXXXXXXXXX4581	\$83,213.27
03/31/2026	INTEREST POSTING FOR DDA 774608	\$55.23

Other Debits

Date	Description	Amount
03/05/2026	TRANSFER TO BUS ANALYSIS SWEEP ACCOUNT XXXXXXXXXXXX4581	\$37,252.15
03/10/2026	TRANSFER TO BUS ANALYSIS SWEEP ACCOUNT XXXXXXXXXXXX4581	\$480.00
03/11/2026	TRANSFER TO BUS ANALYSIS SWEEP ACCOUNT XXXXXXXXXXXX4581	\$3,456.96
03/12/2026	TRANSFER TO BUS ANALYSIS SWEEP ACCOUNT XXXXXXXXXXXX4581	\$11,073.19
03/18/2026	TRANSFER TO BUS ANALYSIS SWEEP ACCOUNT XXXXXXXXXXXX4581	\$3,773.42
03/19/2026	TRANSFER TO BUS ANALYSIS SWEEP ACCOUNT XXXXXXXXXXXX4581	\$6,218.53
03/20/2026	TRANSFER TO BUS ANALYSIS SWEEP ACCOUNT XXXXXXXXXXXX4581	\$46,410.38
03/30/2026	TRANSFER TO BUS ANALYSIS SWEEP ACCOUNT XXXXXXXXXXXX4581	\$4,524.45
03/31/2026	TRANSFER TO BUS ANALYSIS SWEEP ACCOUNT XXXXXXXXXXXX4581	\$810.43



Morton Community Bank is an Illinois Chartered Bank which includes Clock Tower Community Bank and all your Hometown Community Banks





**Morton
Community
Bank**

PO Box 104, Morton, IL 61550

Statement Ending 03/31/2026

TRI-COUNTY REGIONAL PLANNING

Page 1 of 2

Customer Number: XXXXXXXX

TRI-COUNTY REGIONAL PLANNING COMMISSION
PPUATS
456 FULTON ST STE 401
PEORIA IL 61602-1299

At Your Service

Local Office Fondulac Bank
 Levee District
Local Phone (309) 407-3900
Local Address 201 Clock Tower Dr
 East Peoria IL 61611
Customer Service (888) 418-5585
Online Banking hometownbanks.com

Summary of Accounts

Account Type	Account Number	Ending Balance
INSURED CASH SWEEP - PUBLIC	XXXXXXXX	\$728,618.71

INSURED CASH SWEEP - PUBLIC - XXXXXXXX

Account Summary

Date	Description	Amount
02/28/2026	Beginning Balance	\$732,306.58
	1 Credit(s) This Period	\$62.13
	1 Debit(s) This Period	\$3,750.00
03/31/2026	Ending Balance	\$728,618.71

Interest Summary

Description	Amount
Interest Earned From 02/28/2026 Through 03/31/2026	
Annual Percentage Yield Earned	0.10%
Interest Days	32
Interest Earned	\$62.13
Interest Paid This Period	\$62.13
Interest Paid Year-to-Date	\$177.90

Other Credits

Date	Description	Amount
03/31/2026	INTEREST POSTING FOR DDA 774611	\$62.13

Other Debits

Date	Description	Amount
03/20/2026	OLB XFER TO X4581 3/20/26 17:16 Member Dues March 2026	\$3,750.00

Daily Balances

Date	Amount	Date	Amount
03/20/2026	\$728,556.58	03/31/2026	\$728,618.71



Morton Community Bank is an Illinois Chartered Bank which includes Clock Tower Community Bank and all your Hometown Community Banks



**Tri-County Regional Planning Commission
Reconciliation Summary**

11410 · MCB Savings - Unvested Retirement, Period Ending 03/31/2026

	<u>Mar 31, 26</u>
Beginning Balance	4,245.55
Cleared Transactions	
Checks and Payments - 1 item	(29.12)
Deposits and Credits - 1 item	0.34
	<u> </u>
Total Cleared Transactions	<u>(28.78)</u>
Cleared Balance	<u>4,216.77</u>
Register Balance as of 03/31/2026	4,216.77
Ending Balance	4,216.77



**Morton
Community
Bank**

PO Box 104, Morton, IL 61550

Statement Ending 03/31/2026

TRI-COUNTY REGIONAL PLANNING

Page 1 of 2

Customer Number: XXXXXXXX

TRI-COUNTY REGIONAL PLANNING COMMISSION
UNVESTED RETIREMENT FUND
456 FULTON ST STE 401
PEORIA IL 61602-1299

At Your Service

Local Office Fondulac Bank
 Levee District
Local Phone (309) 407-3900
Local Address 201 Clock Tower Dr
 East Peoria IL 61611
Customer Service (888) 418-5585
Online Banking hometownbanks.com

Summary of Accounts

Account Type	Account Number	Ending Balance
INSURED CASH SWEEP - PUBLIC	XXXXXXXXXX	\$4,216.77

INSURED CASH SWEEP - PUBLIC - XXXXXXXX

Account Summary

Date	Description	Amount
02/28/2026	Beginning Balance	\$4,245.55
	1 Credit(s) This Period	\$0.34
	1 Debit(s) This Period	\$29.12
03/31/2026	Ending Balance	\$4,216.77

Interest Summary

Description	Amount
Interest Earned From 02/28/2026 Through 03/31/2026	
Annual Percentage Yield Earned	0.09%
Interest Days	32
Interest Earned	\$0.34
Interest Paid This Period	\$0.34
Interest Paid Year-to-Date	\$0.98

Other Credits

Date	Description	Amount
03/31/2026	INTEREST POSTING FOR DDA 774614	\$0.34

Other Debits

Date	Description	Amount
03/05/2026	OLB XFER TO X4581 3/05/26 17:17 Hayes Unvested	\$29.12

Daily Balances

Date	Amount	Date	Amount
03/05/2026	\$4,216.43	03/31/2026	\$4,216.77



Morton Community Bank is an Illinois Chartered Bank which includes Clock Tower Community Bank and all your Hometown Community Banks



**Tri-County Regional Planning Commission
Credit Card Register
MARCH 2026**

Date	Employee Card	Vendor	Memo	Amount
03/06/2026	Reynolds	Costco Wholesale	Office Supplies	4.03
03/08/2026	Reynolds	Amazon	Office Supplies	178.72
03/09/2026	Reynolds	Amazon	Office Supplies	45.09
03/10/2026	Bruner	Qbox	QuickBooks File Management	20.00
03/15/2026	Bruner	i3 Broadband	Internet Service	117.48
03/19/2026	Reynolds	Amazon	Office Supplies	109.36
03/19/2026	Abi-Akar	American Planning Association	National Planning Conference Registration - Hunt	835.00
03/25/2026	Reynolds	Amazon	Office Supplies	119.44
03/26/2026	Reynolds	FedEx	Delivery Fee	56.25
03/30/2026	Bruner	Adobe	Adobe Subscription - Main Account	205.91
03/31/2026	N/A	Morton Community Bank	Finance Charges	0.00
Register			Total Charges	1,691.28

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



LORI REYNOLDS
 TRI COUNTY REGIONAL PC
 Account Number: ####-####-####
 Page 1 of 3



SCORECARD Bonus Points Available **8,183**

Account Summary

Billing Cycle		04/01/2026
Days In Billing Cycle		31
Previous Balance		\$918.80
Purchases	+	\$512.89
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$918.80-
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

NEW BALANCE \$512.89

Credit Summary

Total Credit Line	\$2,500.00
Available Credit Line	\$1,987.11
Available Cash	\$0.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

Account Inquiries

- Call us at: (866) 317-0355
Lost or Stolen Card: (866) 839-3485
- Go to www.mycardstatement.com
- Write us at PO BOX 30495, TAMPA, FL 33630-3495

Payment Summary

NEW BALANCE	\$512.89
MINIMUM PAYMENT	\$16.00
PAYMENT DUE DATE	04/26/2026

NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.

Important Information About Your Account

WATCH YOUR BONUS POINTS GROW THIS SPRING WHEN YOU USE YOUR SCORECARD REWARDS CARD THROUGH THE SCOREMORE MALL! EARN 2X, 3X, 4X OR MORE ADDITIONAL BONUS POINTS BY SHOPPING AT PARTICIPATING RETAILERS ONLINE AND IN-STORE. VISIT WWW.SCORECARDREWARDS.COM AND START EARNING EXTRA POINTS TODAY!

Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
03/06	03/08	PBUS01	24943006066390227594986	COSTCO WHSE #1126 EAST PEORIA IL	\$4.03
03/08	03/09	PBUS01	24692166067102096514795	AMAZON MKTPL*BE7852QL0 Amzn.com/bill WA	\$178.72
03/10	03/11	PBUS01	24692166069103898734720	Amazon.com*BP33B0XC1 Amzn.com/bill WA	\$45.09
03/20	03/20	PBUS01	24692166079102306005010	AMAZON MKTPL*BD7527SX1 Amzn.com/bill WA	\$109.36
03/26	03/26	PBUS01	24692166085107908628459	Amazon.com*B53FK1JA0 Amzn.com/bill WA	\$119.44
03/26	03/26		5747085	INTERNET PMT-THANK YOU	\$918.80-
03/26	03/27	PBUS01	24431066085401828329183	FEDEX OFFICE 0224 PIAK PEORIA IL	\$56.25

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT

MORTON COMMUNITY BANK
 721 W JACKSON
 MORTON IL 61550-1537



Account Number
 ####-####-####

Check box to indicate name/address change on back of this coupon

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
04/01/26	\$512.89	\$16.00	04/26/26

AMOUNT OF PAYMENT ENCLOSED

\$

LORI REYNOLDS
 TRI COUNTY REGIONAL PC
 456 FULTON STREET
 SUITE 401
 PEORIA IL 61602



MAKE CHECK PAYABLE TO:

MORTON COMMUNITY BANK
 PO BOX 4517
 CAROL STREAM IL 60197-4517

RESOLUTION 26-53

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO APPROVE THE FINANCIAL REPORTS AND BILLINGS FOR MARCH 2026.

WHEREAS, the Tri-County Regional Planning Commission, hereinafter referred to as the Commission, serves as the regional planning entity for Peoria, Tazewell, and Woodford Counties; and

WHEREAS, the 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 2026 and recommends that the Commission approve said reports.

THEREFORE, BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:

That the Tri-County Regional Planning Commission accepts and approves the financial reports and cash disbursements for March 2026.

Presented on this 6th day of May 2026

Adopted on this 6th day of May 2026

Chuck Nagel, Chairman
Tri-County Regional Planning Commission

ATTEST:

Eric Miller, Executive Director
Tri-County Regional Planning Commission

RESOLUTION 26-50

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO SELECT THE PROPOSAL AND CONTRACT WITH THE FIRM OF M|H CPA, LLC TO COMPLETE THE FINANCIAL AND COMPLIANCE AUDIT FOR THE FISCAL YEAR 2026.

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

WHEREAS, the firm of M|H CPA, LLC submitted a proposal to provide professional auditing services to the Commission for the year ending June 30, 2026 for an estimated fee of \$29,650.

WHEREAS, the Ways & Means Committee of the Commission recommends that the Commission enter into a contract with the firm of M|H CPA, LLC.

THEREFORE BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:

That the Commission enter into a contract with the firm of M|H CPA, LLC for auditing services for the fiscal year ending June 30, 2026, for an estimated fee of \$29,650.

Presented this 6th day of May 2026

Adopted this 6th day of May 2026

Chuck Nagel, Chairman
Tri-County Regional Planning Commission

ATTEST:

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



MEMORANDUM

To: Ways & Means Committee
From: Eric Miller, Executive Director
Subject: Credit Card Limit Increase and Policy Modification
Date: May 6, 2026

Action Needed

Recommendation to the Full Commission an increase to the overall credit limit of TCRPC credit card account at Morton Community Bank from \$5,000 to \$10,000, and a modification to the Credit Card Policy to record the credit limit increase.

Background

Tri-County Regional Planning Commission (TCRPC) currently has a credit card account at Morton Community Bank with an overall credit limit of \$5,000. Management requests that the overall credit limit for the credit card account be increased from \$5,000 to \$10,000 to accommodate the accountant's ability to pay bills online, and due to the increased costs of staff travel, equipment purchases, and monthly parking expenses. The full text of the TCRPC Credit Card Policy is included below.

Tri-County Regional Planning Commission

Proposed Credit Card Policy

Who is allowed a credit card

TCRPC credit card will be issued to the staff holding the following positions:

- Executive Director
- Program Planning Manager
- Senior Planner
- Office Administrator

Cards will not be issued until an employee has completed one year of service with the Commission or has received special permission to meet the Commission's objectives. Cardholder will be required to sign an application/cardholder agreement prior to issuance of their card. The Executive Director is responsible for allocating the \$10,000 credit limit. In order to facilitate high-cost purchases or services, the Executive Director will adjust the

limit on employees' cards to accommodate the higher limit required. For example, if the Office Administrator needs to purchase equipment that costs more than his/her limit, the Director might lower his own credit limit so he can temporarily increase the Office Administrator's limit. This will require communication and helps hold everyone accountable for the expenditures.

Credit Limit

The cards will be limited to a maximum of \$10,000. Increases to this limit require approval by the Commission.

Card Usage

Use of the card is allowed only when the Commission does not have an open account with the supplier or service provider and must follow the guidelines for the Business Expense Reimbursement Policy in the Employee Handbook. Receipts must be turned in to the accountant no later than the third business day of the month following the expenditure.

The Commission has a fuel card for its vehicle and a mileage reimbursement policy for business use of personal vehicles, so fuel for rental cars is the only fuel that should be purchased on the MCB card.

Credit card will only be used for business purposes. Personal purchases of any type are not allowed. If the card is inadvertently used for an employee's personal expenses, the Commission reserves the right to recover these monies from the employee cardholder. Cardholder will be required to sign a declaration authorizing Tri-County to recover, from their salary, any amount incorrectly claimed.

The following purchases are not allowed:

- Cash advances
- Alcoholic beverages/tobacco products/ drugs
- Personal items
- Gambling/ illegal activities

The following purchases are allowed only with prior consent of the Commission:

- Out-of-State Travel
- Transactions over \$999

Only the named cardholder is allowed to make purchases using the Commission credit card. Purchases may be made on behalf of another employee; however, the cardholder should not allow other employees to use their card.

Procedures

Detailed receipts must be retained and attached to the credit card statements. In the case of meals, entertainment and travel, each receipt must include the names of all persons involved in the purchase, and a brief description of the business purpose.

All monthly statements submitted for payment must include the initials of the cardholder, review and the signature of the approving party and the date of approval. Supporting documentation must be completed for bill payment within the 3 days of receipt of the statement to enable timely payment of amounts due. On-line credentials will be held by the Executive Director, Office Administrator, and Payables Clerk in order to ensure that payment may be made during the grace period.

The Executive Director will review and approve the transactions of the Planning Program Manager. The Ways & Means Committee will review and approve the transactions of the Executive Director.

All monthly statements submitted for payment must have the appropriate account number (s) and the associated amounts clearly written on the statement for appropriate posting to the general ledger.

RESOLUTION 26-54

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION MODIFYING THE CREDIT CARD POLICY.

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

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

WHEREAS, the Commission has a credit card policy specifying the total credit card account limit of \$5,000, and management is requesting an increase to the credit card account limit from \$5,000 to \$10,000 to accommodate the accountant's ability to pay bills online and the increased costs of staff travel, equipment purchases, and monthly parking expenses; and

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

NOW THEREFORE, BE IT RESOLVED BY COMMISSION AS FOLLOWS:

That the Commission accepts the Ways & Means Committee recommendation to update the credit card account limit in the credit card policy, and the limit for the Commission's credit card account to \$10,000.

Presented this 6th day of May 2026

Adopted this 6th day of May 2026

Chuck Nagel, Chairman
Tri-County Regional Planning Commission

ATTEST:

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