



**TRI-COUNTY REGIONAL PLANNING COMMISSION**

456 FULTON STREET, SUITE 401

PEORIA, IL 61602

Phone: 309-673-9330 FAX: 309-673-9802

[www.tricountyrpc.org](http://www.tricountyrpc.org)

**Ways & Means Committee.....4:30 p.m., September 26, 2019**

**Full Commission/Executive Board (in lieu of Lack of Quorum) 5:30 p.m., September 26, 2019**

**AGENDA**

- 1. Call to Order, Welcome, Recognition of Audience**
- 2. Roll Call**
- 3. Public Input**
- 4. Motion to approve August 22, 2019 minutes**
- 5. Executive Director report**
- 6. Ways and Means Report**
  - a. Motion to approve August Financial Statements and Billings (Resolution 20-11)
- 7. Administration**
  - a. Discuss Strategic Planning Session
  - b. Motion to approve Commission Smart Goals
- 8. Planning**
  - a. Beneficial Use Dredging Material workshop report
  - b. Motion to approve Executive Director enter into agreement for 2020 Census Outreach grant with Illinois Department of Human Services (Resolution 20-12)
  - c. Motion to approve Executive Director enter into agreement with selected marketing consultant pending 2020 Census grant award (Resolution 20-13)
  - d. Motion to approve a planner to attend The Association of Metropolitan Planning Organizations National Conference in Baltimore, MD for October 21 thru October 25, 2019 (Resolution 20-14)
- 9. Transportation**
  - a. PPUATS Report
  - b. **Public Hearing – Transportation Improvement Program FY 2020-2023**
- 10. GIS**
- 11. Executive Session**
- 12. Any action coming out of Executive Session**
- 13. Other**
- 14. Adjournment**

**October 2019 MEETING SCHEDULE**

<b>PPUATS Policy</b>	<b>Wednesday, October 2</b>	<b>9:00 a.m.</b>
<b>PPUATS Technical</b>	<b>Wednesday, October 16</b>	<b>9:00 p.m.</b>
Executive Board	Monday, October 21	5:15 p.m.
Ways & Means	Thursday, October 24	4:30 p.m.
<b>Full Commission</b>	<b>Thursday, October 24</b>	<b>5:30 p.m.</b>



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Ways & Means Committee.....4:30 p.m., August 22, 2019

Full Commission/Executive Board (in lieu of Lack of Quorum) 5:30 p.m., August 22, 2019

**MINUTES**

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

Chairman Neuhauser called the meeting to order at 5:30 p.m. He then welcomed staff to meeting, also introduced Tammy Stimpson from Tazewell County to the Commission.

**2. Roll Call**

Commissioner	P	A	Commissioner	P	A
Jim Miller IDOT	x		Russ Crawford Tazewell Co.	x	
Mike Hinrichsen Woodford Co.	x		Joe Wolfe, Tazewell Co.		x
Eric Lind Woodford Co.	x		Brandon Hovey, Tazewell Co.	x	
Ben Kingdon Woodford Co.	x		Vacant, Tazewell Co.		
Michael Smith Woodford Co.		x	Don Gorman, Peoria Co.	x	
Roy Bockler Woodford Co.	x		Phil Salzer Peoria Co..		x
Russ Cotton, Woodford Co.	x		Matthew Bender, Peoria Co.		x
Barry Logan Woodford Co.	x		Greg Chance, Peoria Co.	x	
Sue Sundell Tazewell Co	x		Michael Phelan Peoria Co..	x	
Tim Neuhauser Tazewell Co	x		Paul Rosenbohm Peoria Co..	x	
Greg Menold Tazewell Co.	x		Donald White Peoria Co.	x	

Staff: Miller, Lees, Stratton, Bruner, Hendon, Martin, and Harms

Also, present: Caryl Riley- U.S. Census Bureau

**3. Public Input-none**

**4. July 25, 2019 Executive Board (Commission minutes)**

**5. Motion to retain as confidential or release to public the following minutes:**

- February 26, 2015
- March 26, 2015

Gorman moved to retain both sets of minutes as confidential and Cotton seconded. Motion carried.

## 6. Executive Director report

### Miller reported on the following:

- Peoria heights Housing grant assistance
- Village of Goodfoeld Comprehensive Plan assistance
- 2 conferences coming up- Beneficial Use Dredge Material Sept. 4 & 5 and Autonomous Conference has been delayed until February

## 7. Ways and Means Report

### a. Motion to approve July Financial Statements and Billings (Resolution 20-07)

Hovey moved to approve July Financial Statements and Billings (Resolution 20-07) and Menold seconded. Motion carried.

#### Miller reported on the following:

- Operating cash is \$607,006 down \$78,370 from last month
- Accounts receivables is \$374,808- \$168,838 is for annual PPAUTS billings, \$9000 is for annual GIS billings, \$3,675 is member dues, and the rest is mostly IDOT.
- Accounts payables is \$23,608- \$21, 491 of that is for contract services and the remaining \$2,227 is joust our monthly bills.
- Total revenue for July was \$88,316
- Total expenses for July were \$76,557
- Our bottom line for July is positive \$11,758 so we are off to a good start this year.

## 8. Administration

### a. Discuss Strategic Planning Session

- Neuhauser updated the meeting will be October 5 @ 8:00 am in Room 420 until noon. This will be an Executive Board meeting, but all Commissioners are welcome to come and participate.
- Miller added that the Amdall's were very complimentary of those Commissioners they did talk to.

### b. Presentation of 2020 Census- Caryl Riley- U.S. Census Bureau

Caryl Riley explained the importance of the count:

- \$675 Billion will be distributed annually based on Census information.
- State funded allocated on a Per-Capita basis using census number (MFT, Sales, Income, Grants)
- April 1<sup>st</sup> will be Census Day
- She then explained the different demographics of getting the correct information for each area.

### c. Motion to approve the support of 2020 Census Proclamation (Resolution 20-06)

Logan moved to approve the support of 2020 Census Proclamation (Resolution 20-06) and Gorman seconded. Motion carried.

Bruner explained Tri County Regional Planning Commission support for the 2020 Census.

## 9. Planning

### a. Illinois Department of Human Services Grant Opportunity related to 2020 Census

Bruner reported on the following:

- Grant Overview
  - The Illinois General Assembly appropriated \$29 million to the Illinois Department Services (IDHS) to support a statewide census outreach and education effort to reach highest self-response rate possible

- Of this amount, up to \$20 million will be awarded through this grant opportunity
  - Funding through this award will focus on increasing the self-response rate of Hard-to-Count (HTC) communities
  - IDHS has divided the state into 12 designated regions
  - There will be one award per designated region
  - Tri County is located within the North Central Region
  - Available funding for North Central Region is minimum \$500,000; Maximum \$650,000
  - Timeline for this grant: Due Friday, September 6, 2019, Announcement will be October 7, 2019. The anticipated grant agreement start date will be October 15, 2019 with Workplan Implementation to start on November 4, 2019. The grant end date is June 30, 2020.
  - The North Central Region consists of 1 county: Stark, Livingston, Dewitt, Fulton, Marshall, McLean, Mason, and Tri-County
  - Grant recipient's role and responsibilities are:
    - ❖ The central coordinator of the census outreach efforts
    - ❖ Provide subawards to subrecipients who are viewed as trusted messengers in their communities
    - ❖ Responsible for selecting, managing and evaluating their subrecipients
    - ❖ Responsible for designing and implementing a region-wide outreach program which utilizes subrecipients and builds upon existing census efforts.
  - ✓ Bockler asked what is the downside of this for staff? Miller said we will subcontract with local areas. We would administer the grant.
  - ✓ Hinrichsen asked if we do not do this who does? Miller explained we have done this before and feel comfortable in doing this.
  - ✓ Neuhauser asked for a consensus and Commission agreed to do it.
- b. Motion to approve purchase of technology and computer equipment upgrades (Resolution 20-10)  
 White moved to approve purchase of technology and computer equipment upgrades (Resolution 20-10) and Cotton seconded. Motion carried.  
 Harms explained the items to be purchased. Neuhauser said this is in our budget.

## 10. Transportation

- a. Motion to approve Executive Director enter into an Intergovernmental Agreement with IDOT for \$80,000 in State Planning and Research (SPR) Funds "Grey Area Mobility Enhancement and Expansion (Resolution 20-08)
- Sundell moved to approve Executive Director enter into an Intergovernmental Agreement with IDOT for \$80,000 in State Planning and Research (SPR) Funds "Grey Area Mobility Enhancement and Expansion (Resolution 20-08) and Rosenbohm seconded. Motion carried.
- a. PPUATS Report  
 Harms reported on the following:
- Special Plan studies- 5 requests have been received. They are as followed:
    - Peoria County Smart Regions Strategic Plan
    - Morton Bicycle Master Plan
    - Woodford County Asset Management
    - Peoria Pavement Optimization

- Peoria/East Peoria Bob Michel
- STU project changes
  - East Peoria- FY20 Camp St/River Rd. Programmed \$2.4M for roundabout, requested to lower scope and cost to a traditional intersection. This would put back \$1.6M back into pot which means no loss of funds. Technical recommended to Policy on September 4.
- LRTP is running on schedule
- APA- IL Award
 

Formal announcement will be September 6, 2019

Regional Bike Plan- 2017 completed and submitted by Nick Hayward has been awarded the APA-IL Award. BikeConnect HOI (2017) award and will be presented to Tri County Regional Planning Commission in Evanston, IL on Sept. 25, 2019.

## 11. GIS

- a. Staff presentation- Britney West
 

West presented she lives in Peoria Heights with her cat. She got her bachelor's degree in Geography from Illinois State University and was a member of Gamma Theta Upsilon Alpha Chapter. She the studied abroad in Japan. Her current projects are at GPSD doing plant mapping and inspection point updates. Has worked on Morton History Project which included and story map of historical locations/photos, oral histories and written histories. Other projects she is involved are Fourth Fridays, Tornado report mappings and inspecting guardrails.
- b. Motion to approve Executive Director enter into an Intergovernmental Agreement with IDOT for \$149,000 in State Planning and Research (SPR) Funds on acquisition of digital planimetric data layers to augment existing transportation asset management applications for a four-county area (Resolution 20-09)
  - Crawford moved to approve Executive Director enter into an Intergovernmental Agreement with IDOT for \$149,000 in State Planning and Research (SPR) Funds on acquisition of digital planimetric data layers to augment existing transportation asset management applications for a four-county area (Resolution 20-09) and Sundell seconded. Motion carried.

Hendon explained this is a digital planimetric data layers to augment existing transportation asset management application of four counties which include, Peoria, Tazewell, Woodford, and Logan.

## 12. Executive Session

## 13. Any action coming out of Executive Session

## 14. Other

Crawford mentioned we need to redo smart goals. Hope to present at the September Executive Board meeting.

## 15. Adjournment

Adjourned at 6:45 pm

Submitted by:

Eric Miller

Executive Director

Recorded and transcribed by Debbie Ulrich

**September 2019 MEETING SCHEDULE**

<b>PPUATS Policy</b>	<b>Wednesday, September 4</b>	<b>9:00 a.m.</b>
Executive Board	Monday, September 16	5:15 p.m.
<b>PPUATS Technical</b>	<b>Wednesday, September 18</b>	<b>9:00 a.m.</b>
Ways & Means	Thursday, September 26	4:30 p.m.
<b>Full Commission</b>	<b>Thursday, September 26</b>	<b>5:30 p.m.</b>

DRAFT

To: Members of the Commission  
 From Eric W. Miller, Executive Director  
 Date: September 16, 2019  
 Subject: Executive Director Report for September, 2019

Project	Activity	Status
Administrative		
Outreach Activities	Attended Peoria County Census Meeting	Complete
	Coordinated with Strategic Plan Facilitators	Complete
	Attended TCRPC Census meeting with Regional Stakeholders	Complete
	Attended Beneficial Use Workshop and activities	Complete
	Attended Site visit at Emiqon Preserve	Complete
Audit	Prep for FY 19 audit	Ongoing
Personnel	Staff Reviews Ongoing	Ongoing
Financial Report	August results \$ k (Awaiting Results)	Ongoing
Indirect Cost Rate(ICR)	Work on FY20 ICR with State of Illinois GOMB	Ongoing
Website	Updated website.	Ongoing
Planning issues		
PLBA		
	Continued scoping work for Hydrology Study	Ongoing
	Research of UMRR projects for grant submittal	
	Development of Communications plan and Adaptive(Change) management plan	Ongoing
Village of Princeville Comp Plan	Signed Contract with Princeville, Work has commenced	Ongoing
Village of El Paso Comp Plan	Signed Contract with El Paso, Work has commenced	Ongoing
Beneficial Use of Dredge Material	Continued Outreach with Stakeholders	Ongoing
	Planning /Coordination/ Execution of activities for September 4 and 5 BUDM Symposium	Ongoing
	Coordination with H. Wayne Wilson regarding September "At Issue" program	Ongoing
	Coordination with ADM and Better Earth Compost for dredge material	Ongoing
Regional Hazard Mitigation Plan	Waiting on IEMA and FEMA review	Ongoing
Regional Water Supply Planning	Continued work for Regional Water Supply Planning contract	Ongoing
Watershed Planning	Awaiting Decision to Woodford County SWCD to update Walnut Creek Watershed Plan	Ongoing
GIS Projects/ Asset Management		
Village of Elmwood		complete
Washburn	Peoria Heights	Ongoing
Minonk	Village of North Pekin	Ongoing
Delavan	Village of Washburn	Ongoing
North Pekin	Peoria Park District	Ongoing
El Paso	Tremont	Ongoing
Hollis Park District	Hanna City	Ongoing
Chillicothe	Creve Coeur	Pending
PPUATS/ Transportation		
FY 20 UPWP Development	Complete -Signed IDOT PL IGA	Ongoing
SPR Grant applications	Coordination with IDOT on Contract for awarded grants	complete
Transportation Improvement Program	Release of Draft FY 20 TIP Document	Ongoing
STU project Selection	Continued work on New STU selection program	Ongoing
Eastern Bypass Coalition	No activity	
Intelligent Transportation Systems	Continued work on update to regional ITS architecture	In Progress
Transportation Alternatives Program	No Activity	
		Ongoing
Special Transportation Studies	Continued Consultant procurement with Communities on selected projects	Ongoing
	Received proposals for FY 20 Special Transportation Studies	
State Planning and Research Funding		
Digital ortho project	Aerial photos have been acquired, post processing has begun.	Ongoing
Regional Pavement management Expanded	Outreach to stakeholders	Ongoing
FY20 SPR	Recommended for Funding- Data Planimetrics /Transit Gray Area	Ongoing
FY 19 Rural Planning Funds	Working with Village of Hanna City Non-motorized Transportation Study	ongoing
	Working with City of Eureka Non-motorized Transportation Study	ongoing
	Working With the City of Delavan Non-motorized Transportation Study	ongoing
	Working with the City of El Paso Non-motorized Transportation Study	ongoing
FY17 State Planning Funds	Regional Pavement Condition Ratings Survey-Work will begin in June	ongoing
FY17 Rural Planning Funds	Metamora /Germantown Hills Trail Planning prep meeting presented initial findings	ongoing
FY19 State Planning Funds	Region wide Guardrail inventory	ongoing
	LRTP public engagement tools	ongoing
	Performance Measures Dashboard web tool	ongoing

**RESOLUTION 20-11**

**A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO APPROVE THE FINANCIAL REPORTS AND BILLINGS FOR AUGUST 2019**

**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 August 2019, and recommends that the Commission approve said reports.

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

That the financial reports and cash disbursements for August 2019 are approved.

Presented this 26th day of September 2019

Adopted this 26th day of September 2019

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Tim Neuhauser, Chairman  
Tri-County Regional Planning Commission

**ATTEST:**

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

**TRI-COUNTY REGIONAL PLANNING COMMISSION**  
**COMPARATIVE STATEMENTS OF ASSETS, LIABILITIES, & NET ASSETS**  
**AUGUST 2019**

<b>ASSETS</b>	<b>AUG 31, 2019</b>	<b>JUL 31, 2019</b>	<b>AUG 31, 2018</b>
<b>Current Assets</b>			
Checking/Savings			
Restricted Cash:			
100012 · Checking - Flexible Benefits	1,620	1,620	1,620
100016 · Savings - Unvested Retirement	26,705	32,375	27,240
100011 · Checking - PPUATS	106,180	69,539	100,939
100018 · Checking - IL MPO Advisory Council	19,238	19,238	19,238
Total Restricted Cash - Busey Bank	<u>153,744</u>	<u>122,772</u>	<u>149,037</u>
Unrestricted Cash:			
100010 · Checking - Operations	648,299	607,006	523,321
Total Checking/Savings Busey Bank	<u>802,044</u>	<u>729,778</u>	<u>672,358</u>
100020 · Accounts Receivable	323,753	374,808	373,345
Other Current Assets			
100050 · Prepaid Expenses	34,015	36,299	34,894
Total Other Current Assets	<u>34,015</u>	<u>36,299</u>	<u>34,894</u>
<b>Total Current Assets</b>	<u>1,159,811</u>	<u>1,140,885</u>	<u>1,080,596</u>
<b>Fixed Assets</b>			
100040 · Office Furniture	54,533	54,533	54,533
100042 · Computer Equipment	96,361	96,361	96,361
100044 · Vehicles	23,944	23,944	23,944
100046 · Leasehold Improvements	7,080	7,080	7,080
Less: Accumulated Depreciation	<u>(174,986)</u>	<u>(174,272)</u>	<u>(165,123)</u>
<b>Total Fixed Assets</b>	<u>6,932</u>	<u>7,646</u>	<u>16,795</u>
<b>Other Assets</b>			
190000 · Right of Use - Office Space	351,050	354,000	-
<b>Total Other Assets</b>	<u>351,050</u>	<u>354,000</u>	<u>-</u>
<b>TOTAL ASSETS</b>	<u>\$ 1,517,794</u>	<u>\$ 1,502,531</u>	<u>\$ 1,097,391</u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
200010 · Accounts Payable	42,468	23,608	105,532
Other Current Liabilities			
200015 · Accrued Expenses	904	723	1,704
200021 · Accrued Payroll	24,752	21,150	22,038
200055 · Vacation/Personal Time	39,665	40,396	39,938
200056 · Unvested Retirement Account	26,681	32,351	27,219
200060 · Employer Liabilities	3,281	2,682	3,198
200071 · Deferred Revenue - PPUATS	182,910	200,377	160,429
200081 · Deferred Revenue - IDOT/PPUATS	14,163	15,450	-
200095 · Deferred Revenue - IL MPO	19,238	19,238	19,238
200103 · Deferred Revenue - Woodford Co.	2,800	3,733	2,800
200104 · Deferred Revenue - Regional Server	7,500	8,250	7,500
200107 · Deferred Revenue - Village of Washburn	563	563	975
Total Other Current Liabilities	<u>322,456</u>	<u>344,912</u>	<u>285,039</u>
<b>Total Current Liabilities</b>	<u>364,924</u>	<u>368,521</u>	<u>390,571</u>
<b>Long Term Liabilities</b>			
290000 · Office Space Lease Liability	348,100	351,050	-
<b>Total Long Term Liabilities</b>	<u>348,100</u>	<u>351,050</u>	<u>-</u>
<b>Total Liabilities</b>	<u>713,024</u>	<u>719,571</u>	<u>390,571</u>
<b>Equity</b>			
310000 · General Fixed Asset Equity	13,450	13,450	13,450
350000 · Capital Contribution	193,000	193,000	193,000
390000 · Retained Earnings	564,788	564,752	451,328
Net Income	33,532	11,758	49,042
<b>Total Equity</b>	<u>804,770</u>	<u>782,960</u>	<u>706,820</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u>\$ 1,517,794</u>	<u>\$ 1,502,531</u>	<u>\$ 1,097,391</u>

**TRI-COUNTY REGIONAL PLANNING COMMISSION  
COMPARATIVE STATEMENTS OF INCOME AND EXPENSE  
AUGUST 2019**

	Month of <u>AUGUST 2019</u>	Month of <u>JULY 2019</u>	Current FY <u>To Date</u>	Previous FY <u>To Date</u>	Annual <u>FY20 Budget</u>	% Annual <u>FY19 Budget</u>
<b>Income</b>						
400010 · FHWA PL Fund	43,923	44,129	88,053	100,735	613,226	14.4%
400011 · FTA Section 8	11,677	11,729	23,406	26,778	163,131	14.3%
400015 · PPUATS Matching	13,929	13,964	27,893	31,878	197,859	14.1%
400016 · IDOT Rural Planning	3,848	2,288	6,136	1,864	32,100	19.1%
400017 · FHWA SPR Fund	-	-	-	-	430,999	0.0%
400020 · Regional/Local Funds	3,438	3,438	6,875	6,875	41,250	16.7%
400022 · Woodford County GIS	6,945	2,186	9,130	6,538	42,000	21.7%
400136 · Municipal GIS Support Services	1,047	-	1,047	413	500	209.4%
400140 · Tazewell Co. Zoning	754	754	1,508	1,508	9,045	16.7%
400188 · City of El Paso GIS	75	-	75	-	1,000	7.5%
400200 · Interest Income	104	117	221	195	1,200	18.4%
400210 · Other	-	-	-	-	-	0.0%
400213 · Princeville Comprehensive Plan	1,371	1,098	2,468	-	-	0.0%
400214 · El Paso Comprehensive Plan	1,555	473	2,028	-	-	0.0%
400240 · Woodford County Planning	-	-	-	-	500	0.0%
400254 · Human Services Trans Plan	1,921	2,433	4,354	5,518	62,108	7.0%
400271 · Regional Server Partnership	750	750	1,500	1,500	9,000	16.7%
400276 · JARC/New Freedom	-	-	-	-	25,000	0.0%
400315 · GPSD GIS Staffing	2,625	2,100	4,725	4,725	28,000	16.9%
400320 · Regional Water Supply Plan	1,656	1,083	2,739	-	25,000	11.0%
400322 · Hazard Mitigation Plan	-	-	-	-	-	0.0%
400323 · Peoria Park District	-	-	-	-	-	0.0%
400325 · FTA 5310 Admin Fee	-	158	158	-	-	0.0%
400326 · Para-Transit Study	-	-	-	-	10,000	0.0%
400330 · IDOT State Planning	-	1,617	1,617	16,556	242,204	0.7%
<b>Total Income</b>	<b>\$ 95,617</b>	<b>\$ 88,316</b>	<b>\$ 183,933</b>	<b>\$ 205,082</b>	<b>\$ 1,934,122</b>	<b>9.5%</b>
<b>Expense</b>						
500010 · Advertising and Printing	23	47	70	171	3,000	2.3%
500015 · Contractual Services	(5,202)	12,202	7,000	23,113	775,476	0.9%
500015 · Community Events	(275)	-	(275)	-	500	-55.1%
500020 · Copier	610	420	1,030	1,132	6,000	17.2%
500025 · Computer Software and Support	3,504	2,294	5,798	7,022	34,000	17.1%
500025 · Computer Hardware	23	-	23	-	30,000	0.1%
500030 · Equipment Maintenance	-	-	-	-	4,000	0.0%
500035 · Group Health Insurance	7,260	7,260	14,519	13,566	87,036	16.7%
500036 · General Insurance	610	610	1,221	1,266	7,324	16.7%
500038 · Workers Compensation	163	163	327	389	1,959	43.9%
500040 · Membership and Subscriptions	285	576	861	607	3,000	0.0%
500050 · Miscellaneous	72	35	106	114	2,500	4.3%
500070 · Office Supplies	953	171	1,124	1,273	5,500	20.4%
500080 · Postage	26	324	350	123	500	70.1%
500085 · Rent	2,950	2,849	5,799	5,697	35,298	16.4%
500086 · Retirement	2,548	2,224	4,772	4,469	28,289	16.9%
500090 · Telephone	796	535	1,331	806	5,400	24.6%
500100 · Training, Travel & Conferences	2,275	1,076	3,351	2,496	35,000	9.6%
500110 · Utilities	50	311	361	639	3,831	9.4%
500120 · Professional Services	-	-	-	1,900	44,000	0.0%
500130 · Space Costs	1,007	1,068	2,075	2,010	13,080	15.9%
510000 · Depreciation Expense	714	832	1,545	1,506	9,980	15.5%
520000 · Salaries	50,813	40,110	90,923	80,973	575,304	15.8%
520600 · Payroll Taxes	4,638	3,452	8,090	6,766	50,960	15.9%
<b>Total Expense</b>	<b>\$ 73,843</b>	<b>\$ 76,559</b>	<b>\$ 150,401</b>	<b>\$ 156,040</b>	<b>\$ 1,761,937</b>	<b>8.5%</b>
<b>Net Income</b>	<b>\$ 21,774</b>	<b>\$ 11,758</b>	<b>\$ 33,532</b>	<b>\$ 49,042</b>	<b>\$ 172,185</b>	<b>19.5%</b>

**TRI-COUNTY REGIONAL PLANNING COMMISSION  
STATEMENTS OF CASH FLOW  
AUGUST 2019**

<b>OPERATING ACTIVITIES</b>	<u><b>AUG '19</b></u>	<u><b>YTD</b></u>
Net Income	\$ 21,774	\$ 33,532
Adjustments to reconcile Net Income to net cash provided by operations:		
Depreciation	714	1,545
Effects of changes in operating assets and liabilities:		
100020 · Accounts Receivable	61,015	(144,339)
100050 · Prepaid Expenses	2,283	(12,852)
200010 · Accounts Payable	(120)	(31,282)
200015 · Accrued Expenses	217	236
200021 · Accrued Payroll	3,603	1,610
200055 · Vacation/Personal Time	(731)	(4,517)
200060 · Employer Liabilities	(5,070)	(4,779)
200071 · Deferred Revenue - PPUATS	(8,448)	138,112
200081 · Deferred Revenue - IDOT/PPUATS	(1,288)	14,163
200103 · Deferred Revenue - Woodford Co.	(934)	(1,867)
200104 · Deferred Revenue - Regional Server	(750)	7,500
200107 · Deferred Revenue - Village of Washburn	-	-
Net cash provided by Operating Activities	<u>\$ 72,266</u>	<u>\$ (2,937)</u>
<b>INVESTING ACTIVITIES</b>		
100042 · Computer Equipment	-	-
190000 · ROU - Office Space	2,950	(351,050)
Net cash provided by Investing Activities	<u>2,950</u>	<u>(351,050)</u>
<b>FINANCING ACTIVITIES</b>		
390000 · Office Space Lease Liability	(2,950)	348,100
350000 · Capital Contribution	-	-
Net cash provided by Financing Activities	<u>(2,950)</u>	<u>348,100</u>
Net cash increase/(decrease) for period	72,266	(5,887)
Cash at beginning of period	<u>729,778</u>	<u>807,931</u>
<b>Cash at end of period</b>	<u><b>\$ 802,044</b></u>	<u><b>\$ 802,044</b></u>

**Tri-County Regional Planning Commission**  
**Check Register**  
**August 31, 2019**

DATE	CHECK #	Name	Memo	AMOUNT
08/05/2019	ACH	Staff	Payroll 7/16/19 - 7/31/19	1,283.72
08/05/2019	ACH	Staff	Payroll 7/16/19 - 7/31/19	1,513.46
08/05/2019	ACH	Staff	Payroll 7/16/19 - 7/31/19	1,628.72
08/05/2019	ACH	Staff	Payroll 7/16/19 - 7/31/19	2,975.39
08/05/2019	ACH	Staff	Payroll 7/16/19 - 7/31/19	1,754.88
08/05/2019	ACH	Staff	Payroll 7/16/19 - 7/31/19	3,222.11
08/05/2019	ACH	Staff	Payroll 7/16/19 - 7/31/19	1,456.57
08/05/2019	ACH	Staff	Payroll 7/16/19 - 7/31/19	1,137.17
08/05/2019	15067	Staff	Payroll 7/16/19 - 7/31/19	143.19
08/05/2019	ACH	Staff	Payroll 7/16/19 - 7/31/19	180.13
08/05/2019	ACH	Staff	Payroll 7/16/19 - 7/31/19	716.24
08/05/2019	ACH	Staff	Payroll 7/16/19 - 7/31/19	1,296.03
08/05/2019	ACH	Nationwide	Vested Retirement Liability 8/5/19 Payroll	4,838.33
08/05/2019	ACH	CEFCU	Payroll liability - HSA	50.00
08/05/2019	ACH	Department of the Treasury	Payroll liability 7/16/19 - 7/31/19	6,524.78
08/05/2019	ACH	Illinois Department of Revenue	Payroll liability 7/16/19 - 7/31/19	1,139.33
08/12/2019	15057	A5.com Inc.	Website	19.95
08/12/2019	15058	Busey Bank Credit Card	July charges	1,126.86
08/12/2019	15059	Facet	Computer support	280.00
08/12/2019	15060	Heartland Parking 243651-240830	Parking validations	78.00
08/12/2019	15072	Hinckley Springs	Office water	69.24
08/12/2019	15062	Neopost USA Inc	Postage	324.24
08/12/2019	15061	Peoria Journal Star	Legal notices	13.26
08/12/2019	15063	RK Dixon	Copier supplies	21.13
08/12/2019	15065	The Cleaning Source	Office cleaning	165.00
08/12/2019	15066	Verizon Wireless	Phones	299.29
08/12/2019	15070	Delta Dental	Monthly premium	293.08
08/12/2019	15071	Guardian	Monthly premium	431.94
08/12/2019	15074	United Healthcare	Monthly premium	7,990.09
08/20/2019	ACH	Staff	Payroll 8/1/19 - 8/16/19	1,251.67
08/20/2019	ACH	Staff	Payroll 8/1/19 - 8/16/19	1,451.22
08/20/2019	ACH	Staff	Payroll 8/1/19 - 8/16/19	1,594.86
08/20/2019	ACH	Staff	Payroll 8/1/19 - 8/16/19	1,551.59
08/20/2019	ACH	Staff	Payroll 8/1/19 - 8/16/19	2,584.55
08/20/2019	ACH	Staff	Payroll 8/1/19 - 8/16/19	1,623.12
08/20/2019	ACH	Staff	Payroll 8/1/19 - 8/16/19	3,359.41
08/20/2019	ACH	Staff	Payroll 8/1/19 - 8/16/19	1,257.65
08/20/2019	ACH	Staff	Payroll 8/1/19 - 8/16/19	1,133.77
08/20/2019	ACH	Staff	Payroll 8/1/19 - 8/16/19	13.86
08/20/2019	ACH	Staff	Payroll 8/1/19 - 8/16/19	449.44
08/20/2019	ACH	Staff	Payroll 8/1/19 - 8/16/19	598.30
08/20/2019	15068	Staff	Payroll 8/1/19 - 8/16/19	13.86

**Tri-County Regional Planning Commission**  
**Check Register**  
**August 31, 2019**

<b>DATE</b>	<b>CHECK #</b>	<b>Name</b>	<b>Memo</b>	<b>AMOUNT</b>
08/20/2019	ACH	Nationwide	Vested Retirement Liability 8/20/19 Payroll	4,639.41
08/20/2019	ACH	Department of the Treasury	Payroll liability 8/1/19 - 8/15/19	6,520.94
08/20/2019	ACH	Illinois Department of Revenue	Payroll liability 8/1/19 - 8/15/19	1,152.12
08/20/2019	ACH	CEFCU	Payroll liability - HSA	50.00
08/20/2019	15069	City of Peoria Rent & Utilities	Monthly rent	2,950.00
08/20/2019	15075	WEX Bank	Fuel	39.88
08/20/2019	15073	Pekin Daily Times	RFQ	23.40
08/26/2019	15076	Lochmueller Group	Refund	70.00
08/31/2019	ACH	Busey Bank	Service Charge	71.65
			<b>TOTAL</b>	<b><u>73,372.83</u></b>



ERIC MILLER

Account Number: XXXX XXXX XXXX 9435

ACCOUNT SUMMARY

Credit Limit	\$5,000.00
Credit Available	\$3,148.00
Statement Closing Date	August 26, 2019
Days in Billing Cycle	31
Previous Balance	\$1,126.86
- Payments & Credits	\$1,126.86
+ Purchases & Other Charges	\$1,830.09
+ Balance Transfer	\$0.00
+ Cash Advances	\$0.00
+ FEE CHARGED	\$0.00
+ INTEREST CHARGED	\$0.00
= New Balance	\$1,830.09

Questions? Call Card Services 1-800-248-9600  
 Or Write: PO BOX 2360  
 Omaha, NE 68108  
 Or email: customercare@busey.com

Approved by \_\_\_\_\_

Date \_\_\_\_\_

Project \_\_\_\_\_

Notice: SEE REVERSE SIDE FOR MORE IMPORTANT INFORMATION

PAYMENT INFORMATION

New Balance	\$1,830.09
Minimum Payment Due	\$92.00
Payment Due Date	September 23, 2019

Late Payment Warning: If we do not receive your minimum payment by the date listed above, you may have to pay a \$20.00 late fee.

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take longer to pay off your balance. For example:

If you make no additional charges using this card and each month you pay...	You will pay off the balance shown on this statement in about...	And you will end up paying an estimated total of...
Only the minimum payment	7 years	\$2,505.00
\$65.00	3 years	\$2,345.00 (Savings = \$160.00)

If you would like information about credit counseling services, call 1-888-671-2227

TRANSACTIONS

Tran Date	Post Date	Reference Number	Transaction Description	Amount
07/26	07/28	24692166F2XXFBG0B	Intuit *PayrollEE usag 833-830-9255 CA	
07/29	07/30	24137466K00Z14EA0	USPS PO 1661800802 PEORIA IL	21.25 ✓
08/03	08/04	24431066P2DJKJBA5	AMAZON.COM*MA9NB38H2 AMZN AMZN.COM/BILL WA	55.00 ✓
08/03	08/04	24431066P2E0028VJ	AMAZON.COM*MA9WP8TK0 AMZN AMZN.COM/BILL WA	26.99 ✓
08/10	08/13	247893070 1YRPB369	DIGITAL NEWSPAPER SUBSCRI877-5782716 NY	49.50 ✓
08/13	08/14	246921671 2XSNGVW0	LOGMEIN*GOTOMEETING LOGMEIN.COM CA	4.99 ✓
08/13	08/14	246921671 2X52XVRA	LOWES #01193* EAST PEORIA IL	36.00 ✓
08/16	08/16	F32480074 000PI228	PAYMENT-BRANCH THANK YOUPEORIA IL	419.00 ✓
				1,126.86

Transactions continued on next page

Approved by \_\_\_\_\_  
Date \_\_\_\_\_  
Project \_\_\_\_\_



Busey  
100 W. University Ave  
Champaign IL 61820

Payment Information

Account Number:	XXXX XXXX XXXX 9435
Payment Due Date	September 23, 2019
New Balance	\$1,830.09
Minimum Payment Due	\$92.00
Past Due Amount	\$0.00

Amount Enclosed: \$ \_\_\_\_\_

Make Check Payable to:

BUSEY  
PO BOX 660525  
DALLAS TX 75266-0525

ERIC MILLER  
456 FULTON ST SUITE 401  
PEORIA IL 61602

ERIC MILLER

Account Number: XXXX XXXX XXXX 9435

**TRANSACTIONS (continued)**

Tran Date	Post Date	Reference Number	Transaction Description	Amount
08/16	08/18	2443106740RKJP7EW	ADOBE *CREATIVE CLOUD 800-833-6687 CA	56.30 ✓
08/22	08/25	24755427B4P6G7WWA	HILTON HOTELS 847-8668700 IL	580.53 ✓
08/22	08/25	24755427B4P6G7WWJ	HILTON HOTELS 847-8668700 IL	580.53 ✓
			<b>TOTAL FEES FOR THIS PERIOD</b>	<b>0.00</b>
			<b>INTEREST CHARGED</b>	
08/26	08/26		Interest Charge on Purchases	0.00
08/26	08/26		Interest Charge on Cash Advances	0.00
			<b>TOTAL INTEREST FOR THIS PERIOD</b>	<b>0.00</b>

Totals 2019 Year-to-Date	
Total fees charged in 2019	\$35.00
Total interest charged in 2019	\$12.90

**REWARDS SUMMARY**

Available Points 34,036

**INTEREST CHARGE CALCULATION**

Your Annual Percentage Rate (APR) is the annual interest rate on your account

Type of Balance	ANNUAL PERCENTAGE RATE (APR)	Balance Subject to Interest Rate	Days in Billing Cycle	Interest Charge
Purchases	16.90% (f)	\$0.00	31	\$0.00
Cash Advances	16.90% (f)	\$0.00	31	\$0.00

(v) = variable (f) = fixed

**IMPORTANT MESSAGES**

Access your Legacy South Side Bank Credit Card by visiting [busey.com/ssbcards](http://busey.com/ssbcards).

# Tri-County Regional Planning Commission

## Commissioner Strategic Planning Session

### AGENDA – Saturday, October 5, 2019

NOTE: Restroom breaks taken as needed during exercises.

NOTE: Offer a specific color of pads of sticky-back notes for spectators to participate.

7:30 am – 8:00 am	Setup and arrivals	Coffee and Water provided
8:00 am – 8:15 am	Introductions – plan for the session	
8:15 am – 8:30 am	REVIEW THE FUNDAMENTALS (materials for first exercise): MISSION VISION PRODUCTS/SERVICES PARTNERS	Materials shown at left available both as handouts and on multiple flipcharts.  In addition, a handout providing “reference material” for Mission.
8:30 am – 9:00 am	FUNDAMENTALS – exercise	EXERCISE – on each flipchart, add sticky-back notes with your comments and/or concerns – positive comments are also welcome – LEGIBLE please.
9:00 am – 9:15 am	SWOT – explain definitions.  SWOT for TCRPC – review input received on Strengths & Weaknesses for TCRPC.	Handout SWOT definition graphic.  Handout draft Strengths and Weaknesses for TCRPC.
9:15 am – 9:30 am	SWOT – exercise on Strengths and Weaknesses for TCRPC.	EXERCISE – 1) add Strength or Weakness items for TCRPC to two flipcharts using sticky-back notes. 2) use green dots and/or 4 red dots to express agreement or disagreement with the initial draft Strengths/ Weaknesses.
9:30 am – 9:45 am	SWOT – exercise on External Realities for TCRPC, both positive and negative.	Handout draft External Realities for TCRPC.  EXERCISE – add External Realities items for TCRPC to two flipcharts using sticky-back notes.
9:45 am – 10:00 am	BREAK	Amdalls review sticky-back notes to group them where possible

10:00 am – 10:15 am	REVIEW THE RESULTS of the two SWOT for TCRPC exercises	
10:15 am – 10:30 am	ISSUES/CHALLENGES and OPPORTUNITIES for the <u>REGION</u> in next 10-15 years	Handout draft “starter list” of issues and opportunities (NOT on the flipcharts)  EXERCISE – add items to two flipcharts using sticky-back notes (including items from the handout IF you agree)
10:30 am – 10:45 am	REVIEW THE RESULTS	
10:45 am – 11:00 am	ACTION ITEMS – exercise	EXERCISE – add the 3 MOST IMPORTANT items to “Action Items” flipchart using sticky-back notes
11:00 am – 11:30 am	REVIEW THE RESULTS	GROUP EXERCISE – review the results and discuss
11:30 am – 11:45 am	Next Steps and Wrap-Up	

NOTE: After the meeting, Amdalls will document the results and deliver to Eric Miller.

**Executive Director PE - 2019 SMART Goals (July 1, 2019 - June 30, 2020)**

**1. FISCAL MANAGEMENT:** The Executive Director will:

- a. Prepare the annual budget in a timely method for adoption by the Commission and available for public inspection.
- b. Manage the annual budget by monitoring and managing expenditures consistent with available revenue, to be completed monthly on an on-going basis.
- c. Manage the authorized expenditure process, ensuring records are maintained to avoid inappropriate or duplicate invoice payment and ensuring Ways & Means Committee and Commission's approval prior to payment, to be completed on an on-going basis.
- d. Manage the timely, effective communication with all fiscal partners, including PPUATS (Peoria-Pekin Urbanized Area Transit Study), IDOT, auditors, accountants, and others as necessary to ensure accurate, stable and timely processes, to be completed on an on-going basis.
- e. Develop and deliver a training session, including fiscal management for any new Commissioner within 60 days after such election or appointment.

**2. PROJECT/ASSET MANAGEMENT:** The Executive Director will:

- a. Manage all Commission projects within time and on (or under) budget to be completed monthly on an on-going basis. [Documentation of projects including project name, estimated and actual completion date, estimated cost and actual cost will be maintained by the Commission.]
- b. Maintain all Commission assets in a safe, timely and responsible manner to be completed on an on-going basis.
- c. Respond to any emergency or unplanned event in a safe, timely and responsible manner while maintaining appropriate flexibility to accommodate such, to be completed as necessary, whenever appropriate.

3. **EMPLOYEE MANAGEMENT:** The Executive Director will:

- a. Hire employees as appropriate, within budget and Commission authorization guidelines.
- b. Train, mentor, coach and supervise employees for maximum benefit to the employee and the Commission.
- c. Create and maintain a safe, professional working environment for the employees.
- d. Provide accurate, timely feedback to employees, including support or documented, progressive disciplinary action as required.
- e. Evaluate employees to encourage good job performance and modify any poor performance into opportunities for improvement, to be completed annually with quarterly review sessions.

4. **ADMINISTRATIVE PROCESS MANAGEMENT:** The Executive Director will consistently administratively manage all Commission processes as per the Executive Director's contract and Commission & PPUATS policies, documents and Executive Committee approved resolutions in a professional and timely manner with openness, inclusiveness, integrity and a commitment to success for the Commission.

5. **DEVELOPMENTAL MANAGEMENT:** The Executive Director will:

- a. Cooperate with the Performance Evaluation process, including SMART Goals and Job-Related Characteristics (JRCs) in a timely manner to be completed annually.
- b. Seek mitigation, remedy or relief for any Performance Evaluation opportunity for improvement (budget, training, assessment, certification, or Improvement Plan), to be completed on an on-going basis.
- c. Maintain a work-life balance between professional and personal responsibilities to be completed on an on-going basis.

## RESOLUTION 20-12

**A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT WITH THE ILLINOIS DEPARTMENT OF HUMAN SERVICES FOR UP TO \$650,000 IN STATE 2020 CENSUS GRANT PROGRAM FUNDS.**

**WHEREAS**, in June 2019, the Illinois General Assembly appropriated \$29 million to the Illinois Department of Human Services, hereafter referred to as IDHS, to support a statewide census outreach and education effort to reach the highest self-response rate possible, and

**WHEREAS**, on July 31, 2019 the IDHS posted a public Notice of Funding Opportunity for up to \$20 million to be awarded to one or more intermediaries in 12 designated regions across the state to work with subrecipients, who are trusted messengers to reach hard-to-count communities, and

**WHEREAS**, the North Central designated region includes DeWitt, Fulton, Livingston, Marshall, Mason, McLean, Peoria, Stark, Tazewell, and Woodford counties, and

**WHEREAS**, Tri-County Regional Planning Commission has submitted an application to IDHS to be the North Central Regional Intermediary to collaborate and coordinate subrecipients to conduct census outreach and education efforts in a 10-county region, and

**WHEREAS**, Tri-County Regional Planning Commission will solicit for scope of services for interested communities and organizations servicing the North Central region to conduct census outreach and education to hard-to-count communities as a subrecipient, and

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

That the Commission authorize its Executive Director to enter into an Intergovernmental Agreement with the Illinois Department of Human Services for up to \$650,000 in 2020 Census Grant Program funding and to enter into sub-agreements with subrecipients to preform 2020 Census outreach.

Presented this 26th day of September 2019

Adopted this 26th day of September 2019

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Tim Neuhauser, Chairman  
Tri-County Regional Planning Commission

**ATTEST:**

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Eric Miller, Executive Director  
Tri-County Regional Planning Commission

**RESOLUTION 20-13**

**A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH SELECTED CONSULTANTS FOR ILLINOIS DEPARTMENT OF HUMAN SERVICES 2020 CENSUS GRANT PROGRAM FOR AN AMOUNT NOT TO EXCEED \$250,000**

**WHEREAS**, Tri-County Regional Planning Commission has submitted an application to Illinois Department of Human Services, hereafter referred to as IDHS, to be the North Central Regional Intermediary to collaborate and coordinate subrecipients to conduct census outreach and education efforts in a 10-county region, and

**WHEREAS**, the Commissions funding request is \$650,000, with \$250,000 reserved for a marketing consultant to develop and implement a marketing campaign, and

**WHEREAS**, more than one consultant may be selected to complete this work, and

**WHEREAS**, Commission will issue Request for Proposals (RFP) for the projects in accordance with our procurement policy, and

**WHEREAS**, Commission staff, and regional community representatives will review the proposals received for the projects and select an appropriate consultant, and

**WHEREAS**, Commission will negotiate a final contract price for the scopes of work with the selected consultants,

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

That the Commission authorizes its Executive Director to enter into contracts with the selected consultants for the North Central Illinois Regional 2020 Census Marketing Campaign for a total amount not to exceed \$250,000 pending receiving funding for the IDHS 2020 Census Grant Program.

Presented this 26th day of June 2020

Adopted this 26th day of June 2020

ATTEST:

\_\_\_\_\_  
Tim Neuhauser, Chairman  
Tri-County Regional Planning Commission

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

**RESOLUTION 20-14**

**A RESOLUTION BY THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO ALLOW A PLANNER TO ATTEND THE ASSOCIATION OF METROPOLITAN PLANNING ORGANIZATIONS (AMPO) NATIONAL CONFERENCE IN BALTIMORE, MD FROM OCTOBER 21 THROUGH OCTOBER 25, 2019**

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

**WHEREAS**, as the MPO, PPUATS and staff carry out the federally required continuing, cooperative, and comprehensive (3-C) transportation planning processes for the Peoria-Pekin Urbanized Area, and

**WHEREAS**, the Commission and PPUATS direct staff to plan, develop, and assist in the deployment of transportation programs that maximize the use of available transportation funds and resources, and

**WHEREAS**, an action item from the 2016 Commission Strategy Session reads “to encourage staff to travel to conferences in order to learn about new ideas, best practices, and new technologies,” and

**WHEREAS**, AMPO is a nonprofit, membership organization established in 1994 to serve the needs and interests of MPOs nationwide, and

**WHEREAS**, the 2019 AMPO National Conference is intended to “bring together MPO staff, Policy Board members, federal and state employees, and consultants to share information and best practices on a variety of current and emerging MPO issues,” and

**WHEREAS**, appropriate funding for conference attendance is included in the “Training and Conferences” line item of the FY 2020 Commission budget.

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

That the Commission approves the expenditure of funds for a planner to attend the Association of Metropolitan Planning Organizations National Conference from October 21 through October 25, 2019 in Baltimore, MD for a cost not to exceed \$3,000.

Presented this 26th day of September 2019

Adopted this 26th day of September 2019

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Tim Neuhauser, Chairman  
Tri-County Regional Planning Commission

**ATTEST:**

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Eric Miller, Executive Director  
Tri-County Regional Planning Commission