

**EXECUTIVE BOARD MEETING**  
**TIM NEUHAUSER, CHAIRMAN – EXECUTIVE BOARD**  
**(Hinrichsen, Smith, Sundell, Crawford, Phelan, Kingdon, Rosenbohm, and Bender**  
***Monday, September 16, 2019***  
***5:15 p.m.***

1. Call to Order
2. Roll Call
3. Public Input
4. Approval of Minutes July 15, 2019
5. Approval of Executive Board (Full Commission) minutes July 25, 2019
6. Motion to Retain as Confidential or Release to Public the following Executive Session minutes:
  - August 17, 2014
  - February 23, 2015
  - March 2, 2015
  - March 11, 2015
  - March 16, 2015
  - June 20, 2016
  - October 15, 2018
7. Executive Director Report
8. Discussion of Strategic Planning Session
9. Discussion of Grants and other Funding Opportunities
  - a. Update of Illinois Department of Human Services Grant Opportunity (2020 Census)
  - b. Assistance to Village of Peoria Heights (CDBG Housing REHAB)
  - c. Village of Goodfield Comprehensive Plan
10. Approval of Commission Smart Goals
11. Review of September 26, 2019 Commission Agenda (***Handout***)
12. Other
13. Executive Session
14. Any action as a result of Executive Session
15. Adjournment

**EXECUTIVE BOARD MEETING**  
**TIM NEUHAUSER, CHAIRMAN – EXECUTIVE BOARD**  
**(Hinrichsen, Smith, Sundell, Crawford, Phelan, Kingdon, Rosenbohm, and Bender**  
***Monday, July 15, 2019***  
***5:15 p.m.***

1. Call to Order  
Chairman Neuhauser called the meeting to order at 5:30 pm
2. Roll Call  
Present: Neuhauser, Sundell, Crawford, Phelan, Kingdon, and Rosenbohm. Absent: Smith, Hinrichsen, and Bender. Staff: Miller, and Lees
3. Public Input-none
4. Approval of Minutes June 17, 2019  
Crawford moved to approve the June 17, 2019 minutes and Rosenbohm seconded. Motion carried.
5. Executive Director Report  
Miller updated on the following:
  - TCRPC will be hosting 2 workshops ITS which is a link to autonomous vehicles and Beneficial Use
  - Lees said the Beneficial Use workshop will be Sept. 4<sup>th</sup> at the CAT Visitor Center
  - Lees also said that on August 26<sup>th</sup> there will be a Rapid Dewatering- Genesis meeting this is a Pilot Plant in Minonk that will be discussing this process.
  - Miller updated on the 2 SPR projects for grants that were selected: Data Planimetrics and Transit Gray Area.
6. Motion to approve and forward onto Full Commission for Salary Ranges of Full-Time Employees (Resolution 20-02)  
Sundell moved to approve and forward onto Commission for Salary Ranges of Full-Time Employees (Resolution 20-02) and Phelan seconded. Motion carried.
7. Motion to approve and forward onto Full Commission for Salary Increases of Full Time Employees (Resolution 20-03)  
Phelan moved to approve and forward onto Commission for Salary Increases of Full time Employees (Resolution 20-03) and Kingdon seconded. Motion carried.  
Miller said that the COLA is 1.8% but is requesting for 2%. This will be effective retroactive back to July 1.
8. Discuss credit extension with Busey Bank
  - Neuhauser discussed that the extension at Busey Bank is coming due and if we want to renew the line of credit. Ulrich said it would cost \$250 to renew and the interest rates would increase but did not know this information.
  - Rosenbohm responded to not renew and if we need it then we can apply again.

9. Discuss Strategic Planning Session

Neuhauser discussed the possibilities of candidates for the speakers at the Strategic Planning Session. Himself and Miller met with Amdall's and feel very comfortable with them doing the meeting. He also mentioned that there will be no cost to TCRPC because they want to give back to the community. They are available on Oct. 4 or 5. After discussion it was decided to meet on Saturday, October 5<sup>th</sup> @ 8:00 am in Room 420. He also mentioned that they want to meet with each Executive Board person to get to know them and hear their perspective needs that TCRPC may want. They did mention that we could donate to a charity of their choices if we choose too. Phelan and Crawford jointly agreed to have the meeting on October 5<sup>th</sup> from 8 am to 1 pm.

10. Review of July 25, 2019 Commission Agenda (*Handout*)- ok

11. Other

12. Executive Session

13. Any action as a result of Executive Session

14. Adjournment

Adjourned at 6:00 pm



**TRI-COUNTY REGIONAL PLANNING COMMISSION**

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PEORIA, IL 61602

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

Ways & Means Committee.....4:30 p.m., July 25, 2019

Full Commission/**Executive Board (in lieu of Lack of Quorum)** 5:30 p.m., July 25, 2019

**Minutes**

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

Chairman Neuhauser called the meeting to order at 5:30 pm

**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: Jamila Wilson, Irene Pritzer (Women’s League of Voters), and Jack Hammond

**Due to Lack of Quorum for Full Commission this is recognized as Executive Board meeting**

**3. Public Input**

Jake Hammond from Innovation District/Smart City Overview gave a presentation

**4. Motion to approve June 27, 2019 Commission minutes**

Crawford moved to approve the June 27, 2019 Commission minutes and Rosenbohm seconded. Motion carried.

## 5. Executive Director report

Miller reported on the following:

- PLBA continues scoping of Hydrology Study
- No word on ADS Grant
- Capitol Bill- US 24 and Peoria Heights projects
- More local projects from Capitol Bill will be announced later.
- Executive Board has decided to no pursue renewing Line of Credit.

## 6. Ways and Means Report

a. Motion to approve June Financial Statements and Billings (Resolution 20-04)

Smith moved to approve June Financial Statements and Billings (Resolution 20-04) and Rosenbohm seconded. Motion carried.

Stratton updated on the following:

- Operating cash for end of June was \$685,376 which is an increase of \$82,253 over last month
- Accounts receivable was \$169,421 which is composed of \$36,173 in direct pass thru costs billed to various programs
- Accounts payables was \$54,736 of which \$46,640 is for contract services and the remaining \$9,100 is just bills or normal operating expenses that came in but were unpaid as of the last of the month.
- Total revenue for June was \$98,003 which was direct pass throughs of \$25,018 = Operating revenue \$72,985
- Total expenses for June was \$99,044 with less direct pass throughs of \$25,028 = Operating expenses of \$74,026.
- Our bottom line for June is negative \$1,041 which brings our year to date results to \$113,587 positive so the results of our fiscal year end are that we met 94% of our targeted net income.

## 7. Administration

a. Motion to approve for Salary Ranges of Full-Time employees (Resolution 20-02)

Phelan moved approve for Salary Ranges of Full-time employees and Crawford seconded. Motion carried.

Miller explained the minimum/maximum salary schedule. Want to keep up with inflation. The CPI is 1.8% but asked for 2%.

b. Motion to approve for Salary Increases of Full Time Employees (Resolution 20-03)

Phelan moved to approve Salary increases of Full-Time employees (Resolution 20-03) and Smith seconded. Motion carried.

Miller explained that full time employees will receive a flat 2% increase in salaries.

c. Discuss Strategic Planning Session

- Neuhauser said him and Miller met with Amdall's for the new facilitators. All Executive Board members will be questioned by them. We also will be inviting the rest of Commission and Chairman of PPUATS Policy chairman. The date is set for Saturday, October 5<sup>th</sup>, no time has been set yet. He also mentioned that there will be no charge from the Amdall's, but a donation from the Commission can be given to a couple of the Amdall's charities.
- Phelan said they are very engaging
- Crawford commented that the Commission input is valuable and that all Commissioners should attend.

## **8. Planning**

## **9. Transportation**

### **a. PPUATS Report**

Harms thanked Chairman Logan for a good job done at the past Joint PPUATS meeting.

- LRTP – staff is undertaking for planning process
- Approval for steering committee/ Technical advisory committee
- Approval for Special Planning studies for \$90,000 is due August 9<sup>th</sup>.

### **b. Motion to approve TCRPC to contract with selected consultant to assist with event management and graphic design for a Regional Autonomous Mobility Conference (Resolution 20-05)**

Rosenbohm moved to approve TCRPC to contract with selected consultant to assist with event management and graphic design for a Regional Autonomous Mobility Conference (Resolution 20-05) and Crawford seconded. Motion carried.

Martin mentioned there are a lot of projects going on in the office and we do not have enough staff to complete this project. Miller said that both PPUATS and IDOT have approved these funds. Neuhauser added the projected attendance is 100 to 150. Miller also said that Jack Hammond from Innovation Alliance will be submitting a quote.

## **10. GIS**

### **a. Staff presentation- Andrew Hendon**

Hendon presented that he lives in Washington, IL with his wife Hillary, and dogs Ellie, and Walter. His hobby is working with wood. He constructs guitars. He got his Bachelors Degree in Geography from Eastern Illinois University in Geology and Geography. He has engaged in over 30 communications and organizations around the Tri-County Region with GIS related projects. He recently worked with Village of Peoria Heights in Geodatabase of Water Utilities, Storm Sewers and Street signs. The outgoing projects himself and staff have worked on in Guardrail Inventories, Sidewalk inventories. His other major tasks consist of Woodford GIS, and Regional GIS with Server & Internet Mapping Sites with City Link, Logan County and Woodford County. He is working with the following tools and resources: ESRI Analyst, Regional GIS Server, ESRI Products, and GPS/Data Collection Equipment.

### **b. Motion to approve Trimble VRS subscription renewal (Resolution 20-01)**

Rosenbohm moved to approve Trimble VRS subscription renewal (resolution 20-01) and Smith seconded. Motion carried.

Hendon explained this is an annual renewal for 2 subscriptions. We have 2 Trimble's, and this is to keep them up to date.

## **11. Executive Session**

## **12. Any action coming out of Executive Session**

## **13. Other**

## **14. Adjournment**

Adjourned at 6:30 pm

### August 2019 MEETING SCHEDULE

<b>PPUATS Policy</b>	<b>Wednesday, August 7</b>	<b>9:00 a.m.</b>
Executive Board	Monday, August 19	5:15 p.m.
<b>PPUATS Technical</b>	<b>Wednesday, August 21</b>	<b>9:00 a.m.</b>
Ways & Means	Thursday, August 22	4:30 p.m.
<b>Full Commission</b>	<b>Thursday, August 22</b>	<b>5:30 p.m.</b>

Meetings are held at the offices of the **Tri-County Regional Planning Commission**, 456 Fulton Street, Suite 401, Peoria, IL 61602, (309) 673-9330, unless otherwise noted, and are subject to change.

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
<b>Administrative</b>		
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
<b>Planning issues</b>		
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
<b>GIS Projects/ Asset Management</b>		
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
<b>PPUATS/ Transportation</b>		
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
	L RTP public engagement tools	ongoing
	Performance Measures Dashboard web tool	ongoing

**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.