

## AGENDA

### Peoria-Pekin Urbanized Area Transportation Study (PPUATS) Technical Committee

Wednesday, February 15, 2017 at 9:00 am  
456 Fulton Street, Room 420  
Peoria, IL 61602

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1. Call to Order
  2. Roll Call
  3. Public Comment
  4. Approval of Minutes – January 18, 2017 Meeting
  5. Presentation of January Financial Report and Performance Report – *Memo*
  6. Amendment to FY17 Unified Work Program for “Extra” Special Projects – *Memo*
  7. Approval of PPUATS Contribution to APWA Conference – *Memo*
  8. Discussion of Pavement Management Program
  9. Updates
    - a. FY17 Special Projects
    - b. FY16 Special Projects
  10. Other
    - a. Next meeting scheduled for March 15, 2017
  11. Adjournment

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**MINUTES**

**Peoria-Pekin Urbanized Area Transportation Study (PPUATS)  
Technical Committee**

Wednesday, January 18, 2017 at 9:00 am  
456 Fulton Street, Room 420  
Peoria, IL 61602

1. Call to Order  
Vice Chair Kyle Smith called the meeting to order at 9:00 am

2. Roll Call

| Member  | P | A | Member   | P | A       |
|---|---|---|--|---|---------|
| <b>Amy Benecke-McLaren,</b><br>Peoria County  |   | x | <b>Ed Andrews,</b><br>City of Washington           | x |         |
| <b>Jeff Gilles,</b><br>Peoria County          | x |   | <b>Jon Oliphant,</b><br>City of Washington*        | x |         |
| <b>Josh Sender,</b><br>Peoria County*         | x |   | <b>Patrick Meyer,</b><br>Village of Bartonville    | x |         |
| <b>Craig Fink,</b><br>Tazewell County         | x |   | <b>Terissa Worsfold,</b><br>IDOT                   |   | excused |
| <b>Dan Parr,</b><br>Tazewell County           |   | x | <b>Jim Miller*</b><br>IDOT                         |   | x       |
| <b>Lindell Loy,</b><br>Woodford County        | x |   | <b>Henry Strube Jr.,</b><br>Village of West Peoria |   | x       |
| <b>Scott Reeise,</b><br>City of Peoria        |   | x | <b>Alicia Hermann,</b><br>Village of West Peoria*  |   | x       |
| <b>Nick Stoffer,</b><br>City of Peoria        | x |   | <b>Craig Loudermilk,</b><br>Village of Morton      |   | excused |
| <b>Stephen Letsky</b><br>City of Peoria       | x |   | <b>Frank Sturm,</b><br>Village of Morton*          |   | excused |
| <b>Jane Gerdes*</b><br>City of Peoria         |   | x | <b>Kenneth Coulter,</b><br>City of Chillicothe     | x |         |
| <b>Michael Guerra,</b><br>City of Pekin       | x |   | <b>Courtney Allyn,</b><br>Village of Creve Coeur   | x |         |
| <b>Katy Shackelford</b><br>City of Pekin*     | x |   | <b>Doug Roelfs,</b><br>CityLink                    | x |         |
| <b>Rick Semonski,</b><br>City of East Peoria  | x |   | <b>Joe Alexander*,</b><br>CityLink                 |   | x       |
| <b>Ty Livingston,</b><br>City of East Peoria* | x |   | <b>Gene Olson,</b><br>MAAP                         |   | x       |
| <b>Kyle Smith,</b><br>Peoria Heights          | x |   | <b>Eric Miller,</b><br>TCRPC                       | x |         |
| <b>Matt Fick*,</b><br>Peoria Heights          |   | x | Staff Present: Hannah Martin, Ryan Harms, Ray Lees |   |         |

\*Alternate

3. Public Comment-none

4. Approval of Minutes – November 16, 2016 Meeting  
Andrews moved to approve the November 16, 2016 minutes and Fink seconded. Motion carried.
5. Presentation of November/December Financial Report and Performance Report – *Memo*  
Eric Miller explained the 34% carryover from last year. This is due to operating below budgeted staffing levels for most of FY2017. We want to use the funds for consultants for projects by June 30<sup>th</sup>, 2017. We can use for service studies or create new studies for consultants. If interested contact Eric Miller within a week. We have over \$100,000 not used. Can use on traffic counts or purchasing equipment for trail and pedestrian counts.
  - Guerra asked if a 1 page request will suffice. Miller said yes. Deadline is by next Wednesday the 25<sup>th</sup> to staff.
  - Miller commented the development for next year's UWP is being developed.
  - Andrews asked how old the counters where and Miller said a few years ago. We can lend them out.
  - Fink asked again what the amount was and Miller said between \$100,000 and \$150,000 carryover.
6. Introduction: New Planning Program Manager Ray Lees  
Eric Miller introduced Ray Lees as TCRPC Planning Program Manager. Mr. Lees gave a brief history of his past experiences and projects.
7. Recommend to Policy Committee TIP Amendment: East Peoria Camp St Trail – *Attachment*  
Livingston moved to recommend to Policy Committee TIP Amendment: East Peoria Camp St. Trail and Meyer seconded. Motion carried.
8. Recommend to Policy Committee TIP Amendment: Peoria Rock Island Greenway – *Attachment*  
Stoffer moved to recommend to Policy Committee TIP Amendment: Peoria Rock Island Greenway and Semonski seconded. Motion carried.
9. Recommend to Policy Committee TIP Amendment: Pekin Court St – *Attachment*  
Fink moved to recommend to Policy Committee TIP Amendment; Pekin Court St. and Meyer seconded. Motion carried.
  - Guerra updated this as amended from FY16 for 1 year.
10. Recommend to Policy Committee TIP Amendment: Washington ITEP – *Attachment*  
Semonski moved to recommend to Policy Committee TIP Amendment: Washington ITEP and Fink seconded. Motion carried.
11. Recommend to Policy Committee Functional Classification Change: Front St, Pekin – *Attachment*  
Guerra moved to recommend to Policy Committee the Functional Classification Change of Fayette Street, Front Street, and Distillery Road in Pekin, Illinois from Local Roads to Minor Collectors and Gilles seconded. Motion carried.
12. Announcement: FY 2021 & 2022 STU Call for Projects – *Memo*  
Ryan Harms explained the process of the Federal monies for roadway projects in 2021/22. Attached is a sheet of eligible projects. The applications are out today and due February 10<sup>th</sup> by 4:00 pm to Tri County Regional Planning Commission. A subcommittee needs to be established, 7 members are needed;

Shackelford, Fink, Meyer, Letsky , and Roelfs volunteered. Will get 2 persons from Policy Committee to complete subcommittee.

13. Updates

a. FY17 Special Projects

Harms reported the East Peoria study is underway, and the Port Study released a RFQ and has received 7 responses.

b. FY16 Special Projects

All FY16 projects are completed.

14. Other

a. Next meeting scheduled for February 15, 2017-ok

b. Meyer asked if the Peoria County request for was approved by Policy and answer was yes.

c. Shackelford mentioned the University of Illinois Department of Urban and Regional Planning Second Year Graduate Student in partnership with the City of Pekin, U of I Extension and community members would develop a business corridor plan. (January 2017-June 2018)

15. Adjournment

Fink moved to adjourn at 9:40 am and Andrew seconded. Motion carried.

Respectively submitted,

Eric Miller

Executive Director

Recorded and transcribed by Debbie Ulrich



# MEMORANDUM

**TO:** PPUATS Technical Committee  
**FROM:** Staff  
**SUBJECT:** January 2017 Financial Report and Performance Report  
**DATE:** February 15, 2017

**Action needed by Technical Committee:**

Receive and file the January 2017 Financial Report and Performance Report.

**Background:**

The total budget for FY17 is \$966,030. This includes the FY17 budget of \$783,015 plus the carryover of \$183,015. As of the end of January 2017, PPUATS has expended approximately 40% of its total budget.

**FY17 and FY16 Carryover PL/FTA Budget – January 2017**

JANUARY 2017

|                                | <b>FY17 +<br/>FY16<br/>CARRYOVER</b> | <b>Jan-17</b>   | <b>YTD</b>       | <b>% USED<br/>YTD</b> | <b>REMAINING</b> |
|--------------------------------|--------------------------------------|-----------------|------------------|-----------------------|------------------|
| Salaries                       | \$356,497                            | \$21,494        | \$141,901        | 40%                   | \$214,596        |
| Fringe Benefits                | \$105,152                            | \$6,498         | \$42,896         | 41%                   | \$62,256         |
| <b>TOTAL SALARIES</b>          | <b>\$461,649</b>                     | <b>\$27,992</b> | <b>\$184,797</b> | <b>40%</b>            | <b>\$276,852</b> |
| <b>INDIRECT COSTS</b>          | <b>\$250,978</b>                     | <b>\$15,479</b> | <b>\$102,193</b> | <b>41%</b>            | <b>\$148,785</b> |
| Direct Costs                   |                                      |                 |                  |                       |                  |
| Travel/Training/Conferences    | \$12,977                             |                 | \$4,431          | 34%                   | \$8,546          |
| APWA Conference                | \$7,500                              |                 |                  |                       | \$7,500          |
| Computer Hardware & Software   | \$54,820                             | \$900           | \$23,389         | 43%                   | \$31,431         |
| Contractual (Consultants)      | \$15,000                             |                 |                  |                       | \$15,000         |
| Contractual - Special Projects | \$132,483                            | \$4,050         | \$45,122         | 34%                   | \$87,361         |
| Audit                          | \$33,000                             |                 | \$21,000         | 64%                   | \$12,000         |
| Misc (Legal Notices, Printing) | -\$111                               |                 | \$401            |                       | -\$512           |
| Retroactive Pay                | -\$2,266                             |                 | \$2,500          |                       | -\$4,766         |
| <b>TOTAL DIRECT COSTS</b>      | <b>\$253,403</b>                     | <b>\$4,950</b>  | <b>\$96,843</b>  | <b>38%</b>            | <b>\$156,560</b> |
| <b>TOTAL</b>                   | <b>\$966,030</b>                     | <b>\$48,421</b> | <b>\$383,833</b> | <b>40%</b>            | <b>\$582,197</b> |

## **PPUATS MONTHLY PERFORMANCE REPORT**

**January 2017**

### **Management and Administration**

- Hosted PPUATS Policy and Technical meetings
- Prepared financial records and developed drawdown request for IDOT funds
- Attended Peoria Chamber Transportation Committee meeting
- Attended Pekin Chamber Transportation Committee meeting
- Participated in monthly conference call of statewide HSTP Coordinators
- Participated in statewide MPO Executive Directors meeting
- Attended CityLink Board meeting
- Participated in CityLink ADA Committee
- Processed amendments to FY2017-2020 TIP upon PPUATS approval

### **Data Development and Maintenance**

- Continued to maintain GIS system for the region
- Responded to technical assistance requests for GIS

### **Long Range Planning**

- Continued development of Regional Bike Plan
- Released FY21/22 STU Call for Projects

### **Short Range Planning**

- Monitored progress of FY16 Special Projects
- Monitored progress of FY17 Special Projects funds
- Finalized Scope of Work for East Peoria Parking and Traffic Study and executed a contract
- Reviewed RFQ responses for Pekin Port Multimodal Freight Growth Study and began consultant selection process



# MEMORANDUM

**TO:** PPUATS Technical Committee

**FROM:** Staff

**SUBJECT:** Amendment to FY17 Unified Work Program (UWP) for “Extra” Special Projects

**DATE:** February 15, 2017

**Action needed by Technical Committee:**

Recommend to Policy Committee amendment of FY17 UWP for “Extra” Special Projects

**Background:**

Every Fiscal Year, PPUATS approves a Unified Work Program, which lists the activities and projects that it will undertake with that year’s federal PL-FTA funds to enhance transportation in the metropolitan planning area. This document serves as a guide to the year’s activities and fulfills federal planning regulations. Budget categories include salaries and benefits for staff; travel, training, and conferences; equipment; and contractual services. All allotted PL-FTA dollars must be spent by the end of the Fiscal Year (For FY17: June 30, 2017).

Due to operating at lower-than-budgeted staffing levels for most of the year, PPUATS is not expected to utilize its full FY17 PL-FTA allotment as of January 2017. In order to put these federal dollars to work for the region, staff invited PPUATS members to propose special transportation planning projects to be funded with excess PL-FTA funds. All projects are listed in the table below.

In order for these projects to be funded, the UWP budget must be amended to move \$108,909.74 of projected leftover PL-FTA funds from “Salaries” to “Contractual – Special Projects.”

| Community   | Project                               | Request             | Local Share | Total Budget | Completion Date | Existing Contract? |
|---|---------------------------------------|---------------------|-------------|--------------|-----------------|--------------------|
| East Peoria   | Four Corners Turn Movement Counts     | \$ 5,000.00         | \$ -        | \$ 5,000.00  | June 30, 2017   | Yes                |
|   | Four Corners Traffic Modeling         | \$ 4,500.00         | \$ -        | \$ 4,500.00  | June 30, 2017   | Yes                |
| Pekin   | Derby Street Corridor Plan            | \$ 24,909.74        | \$ -        | \$ 24,909.74 | June 2018       | No                 |
| Peoria  | Traffic Counts for Signal Warrants    | \$ 4,500.00         | \$ -        | \$ 4,500.00  | June 30, 2017   | Yes                |
|   | Complete Streets Seminar              | \$ 15,000.00        | \$ -        | \$ 15,000.00 | June 30, 2017   | No                 |
|   | Highway Construction Careers Training | \$ 25,000.00        | \$ 5,000.00 | \$ 30,000.00 | Summer 2017     | No                 |
| Peoria Heights  | Heritage Square Study                 | \$ 10,000.00        | \$ 2,000.00 | \$ 12,000.00 | June 30, 2017   | Yes                |
|   | Alwan & Sons Area Study               | \$ 10,000.00        | \$ 2,000.00 | \$ 12,000.00 | June 30, 2017   | Yes                |
|   | Williams Brothers Property Plan       | \$ 10,000.00        | \$ -        | \$ 10,000.00 | June 30, 2017   | Yes                |
| <b>Total "Extra" Special Projects Funds Requested</b> |                                       | <b>\$108,909.74</b> |             |              |                 |                    |



## MEMORANDUM

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**TO:** PPUATS Technical Committee  
**FROM:** Staff  
**SUBJECT:** APWA Conference Sponsorship  
**DATE:** February 15, 2017

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**ACTION NEEDED BY TECHNICAL COMMITTEE:**

Recommend to the Policy Committee of sponsorship of APWA Conference for the amount of \$7,500.

**BACKGROUND:**

In previous years, PPUATS has been a sponsor of the American Public Works Association Illinois Chapter Conference held annually in Peoria. This sponsorship allows for PPUATS members to attend at zero cost when they register before the deadline (\$25 fee for late registration). Sponsorship has served as a form of "bulk registration," saving members money versus registering separately.

The conference will be held May 3 through 5, 2017, at the Peoria Civic Center. New for this year, PPUATS Registration will also include an educational session on both Thursday May 4<sup>th</sup> and Friday May 5<sup>th</sup>. This is included with the registration only for employees of governmental agencies in the Tri-County Area: Peoria, Tazewell, and Woodford Counties only.