

EXECUTIVE BOARD MEETING
STEVE VAN WINKLE, CHAIRMAN – EXECUTIVE BOARD
(Crawford, Delaney, Drury, Glazier, Hinrichsen, Phelan, Proehl, Sundell)
Monday, April 17, 2017

5:30 p.m.

AGENDA

1. Call to Order
2. Roll Call
3. Public Input
4. Approval of Minutes March 20, 2017
5. Executive Director Report
6. Action concerning Eastern Bypass Coalition Legal Fees
7. Motion to approve TCRPC- PPUATS Memorandum of Understanding (MOU)
8. Motion to approve Resolution 17-37, Authorize Executive Director to enter into a contract with selected consultant for traffic counts for City of Peoria
9. Presentation of FY18 Draft Budget
10. Review of April 27, 2017 Commission Agenda
11. Other
12. Executive Session
13. Any action as a result of Executive Session
14. Adjournment

EXECUTIVE BOARD MEETING
STEVE VAN WINKLE, CHAIRMAN – EXECUTIVE BOARD
(Crawford, Delaney, Drury, Glazier, Hinrichsen, Phelan, Proehl, Sundell)
Monday, March 20, 2017
5:30 p.m.
MINUTES

1. Call to Order
Chairman Van Winkle called the meeting to order at 5:30 pm
2. Roll Call
Present: Van Winkle, Sundell, Hinrichsen, Drury, and Delaney. Excused: Proehl. Absent: Glazier, and Phelan. Crawford via phone.
3. Public Input-none
4. Approval of Minutes February 13, 2017
Delaney moved to approve the February 13, 2017 minutes and Sundell seconded. Motion carried.
5. Executive Director Report
Miller updated the committee on the following:
 - Hired Jenny Sloan as part time accountant.
 - PLBA- Army Corp of Engineers has accepted our contract and is planning a signing ceremony in April. After funds are arriving will block of staff time plus, all partners.
 - Working on UWP FY18 budget when complete will start TCRPC FY18 budget.
 - Special studies for PPUATS projects have been extended.
 - Lees updated on the U of I collaboration of area schools. Kathy Brown has met with different areas. When Eric and Lees were touring the school they came across Hydrology areas. Marcelo is in the corp. projects areas. May be interested to do more research for our area.
 - Miller said late summer early fall we will see what projects in the area may be interested in their involvement.
 - Hinrichsen mentioned that Germantown Hills has water issues and asked if they can help us.
 - We are helping with villages GIS mapping systems.
 - Hinrichsen thanked Eric for all the presentations to Woodford County to explain of what we do.
6. Motion to recommend to Full Commission the approval of MOU with TCRPC and PPUATS
Sundell moved to recommend to Full Commission the approval of MOU with TCRPC and PPUATS and Hinrichsen seconded. Motion carried. After discussion and a few amendments were made. Sundell moved to recommend to Full Commission with amendments and Hinrichsen seconded. Motion carried.
7. Action concerning Eastern Bypass Coalition Legal Fees
Miller explained the bill at hand was delivered to the wrong address which in turn EBP missed there filing status. Hinrichsen talked with TCRPC attorneys at Heyl, Royster on how to reinstate EBP. Now the bill from Heyl, Royster has come to TCRPC for payment. Drury asked if we can handle in budget and answer was yes. A suggestion was made to call Heyl, Royster and explain the circumstances and bring back to next month's meeting

8. Review of March 23, 2017 Commission agenda
Miller added Draft of UWP budget on agenda.

9. Other

- Miller said they will be asking Ways & Means to renew current auditor. Drury and Delaney said to take to Full Commission.
- Miller mentioned the funds for Lock and Dam improvements in the amount of \$640 million being talked about in the state. Drury said he talked to LaHood and there is no funding at this time. Committee suggested setting up meetings with LaHood and Bustos to discuss.

10. Executive Session

11. Any action as a result of Executive Session

12. Adjournment

Drury moved to adjourn at 6:30 pm and Delaney seconded. Motion carried.

Submitted by:

Eric W. Miller

Executive Director

Recorded and transcribed by: Debbie Ulrich

Memorandum of Understanding (MOU) PPUATS and TCRPC

This MOU will outline the roles of the Tri-County Regional Planning Commission (TCRPC) and the Peoria Pekin Urbanized Area Transportation Study (PPUATS) Policy Committee and ~~supersedes~~ clarifies the Cooperative Agreement dated August 2008.

I. Designation of MPO

The PPUATS policy Committee is recognized by all parties as the ~~Designated~~ Metropolitan Planning Organization (MPO) of the Peoria/Pekin Urbanized Area. PPUATS has designated the TCRPC to receive and administer all Federal and State funds as directed by PPUATS.

II. Programming of Federal Transportation Funding

All decisions on the expenditure of transportation planning funds, surface transportation funds, and FTA funds are the responsibility of PPUATS. TCRPC Staff will administer all federal funds received by the MPO at the direction of the PPUATS Policy Committee. TCRPC staff in concert with the PPUATS Technical Committee will present the PPUATS Policy Committee with an annual Unified Work Program for its approval. The Unified Work Program (UWP) explains how federal transportation planning funds will be used. PPUATS will authorize TCRPC to administer the work tasks defined in the UWP.

III. Programming of State Planning Funds

If State Planning Funds (SPF) are available, they shall be included in the UWP. TCRPC staff will administer SPF funds allocated to the area at the direction of the PPUATS Policy Committee.

IV. Financial Reporting

TCRPC staff will prepare monthly financial reports for all Federal Transportation Planning funds. The financial statements shall contain an accounting of all state and federal transportation planning funds allocated to the MPO. The TCRPC shall manage contracts that are listed in the adopted UWP on behalf of the PPUATS Policy committee. TCRPC staff shall seek authorization from PPUATS Policy Committee prior to procurement of all direct expense items sourced from transportation planning funds over \$1000.00. TCRPC staff will notify the Commission of such procurement.

V. Executive Director Oversight

TCRPC Commission Chair and PPUATS Policy Committee Chair shall regularly consult with each other regarding employment issues, including but not limited to, disciplinary actions, separation, compensation, and performance evaluation of the Executive Director. It is the intention of this section and acknowledgment of TCRPC and PPUATS Policy Committee that the PPUATS Chairman should be included in the hiring and oversight of the Executive Director. When an opening occurs in this position TCRPC and PPUATS Policy Committee Chairs shall appoint an equal number of members to a search committee to review and interview candidates and make recommendations to their respective organization. Hiring a new Executive Director shall be a joint decision.

RESOLUTION 17-37

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH SELECTED CONSULTANT FOR THE CITY OF PEORIA TRAFFIC COUNT FOR AN AMOUNT NOT TO EXCEED \$4,500.00

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

WHEREAS, PPUATS established an "Extra" Special Projects Program utilizing available FY17 Federal Transportation Funds, whereby local agencies can apply for and receive federal funding for transportation planning projects in their jurisdictions,

WHEREAS, PPUATS, after soliciting projects from its member communities, selected a project by the City of Peoria to undertake Intersection Traffic Counting using up \$4,500 of the "Extra" Special Projects funds, and

WHEREAS, Commission staff issued a Request for Qualifications (RFQ) for the City of Peoria Intersection Traffic Counting and received statements of qualifications, and

WHEREAS, Commission staff reviewed the statements of qualifications and selected a consultant to undertake the Intersection Traffic Counting, and

THEREFORE BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:

That the Commission authorize its Executive Director to enter into a contract with selected consultant for the City of Peoria Traffic Count Project for an amount not to exceed \$4,500.

Presented this 17th day of April 2017

Adopted this 17th day of April 2017

Stephen Van Winkle, Chairman
Tri-County Regional Planning Commission

ATTEST:

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



TRI-COUNTY REGIONAL PLANNING COMMISSION

456 Fulton St, Suite 401
Peoria, IL 61602
PHONE 309-673-9330 FAX 309-673-9802
tricityrprc.org

To: Members of the Commission
From Eric W. Miller, Executive Director
Date: April 17, 2017
Subject: Executive Director Report for April, 2017

Project	Activity	Status
Administrative		
Staffing	Summer interns selected	Complete
FY17 Budget	Reviewing Budget projection mid year.	Ongoing
FY 18 Budget	FY 18 Budget development in progress	Ongoing
Outreach Activities	schedule meetings with County and Municipal Stakeholders Met with City of Peoria Met with Village of Germantown Hills and Metamora Met with Congressman LaHood's District Chief of Staff Met with City of West Peoria Upcoming Pekin, East Peoria, Washington	In Progress
Financial Report	Month of February was positive by \$10,419	Ongoing
Website	Launch pending review and insert of copy material	In Progress
Planning Issues		
PLBA	USACE has approved agreement, Signing ceremony scheduled for 4/26	In Progress
Hazard Mitigation	Submitted IEMA GATA document for grant	in progress
Roanoke Comprehensive Plan	Working with Roanoke on Scope of Work for Comp Plan	Preliminary
University of Illinois Collaboration	Ongoing Discussion with U of I Staff to explore collaboration possibilities	Ongoing
GIS Issues		
Village of Minonk	scheduled meeting to discuss GIS/Asset Mapping	Preliminary
Village of Elmwood	Discussed GIS/Asset Mapping project with Village engineer	Preliminary
Peoria Heights	Met with Public Works Staff to discuss GIS/Asset Mapping	Ongoing
GPS unit	researching GPS unit for units of government	Ongoing
PPUATS/ Transportation		
Memorandum of Understanding	PPUATS has approved, pending Commission approval	In Progress
Transportation Infrastructure Funding	Have had contact with Rep. Unes Staff and Sen Koehler Staff to schedule meeting with Legislators	In Progress
Regional Bike Plan	Final Approval scheduled in May	In Progress
Eastern Bypass Coalition	Requested status meeting with IDOT Dist. 4	In Progress
Special Transportation Studies	Additional scope items requested by staff reviewing for eligibility	
FY16		
Peoria Heights Corridor	Adopted by the Village of Peoria Heights in October	complete
City of Peoria Wayfinding	Awaiting final report from consultant	Complete
Sterling Ave SCAT	Project Closed out	Complete
FY17		
East Peoria Four Corners	Consultant selected study underway	In Progress
Tazewell County Wayfinding	Consultant selected study underway	In Progress
City of Pekin Port	Draft Study Submitted, Staff reviewing option to proceed	In Progress
FY 16 State Planning Funds	Consultant is currently working on this project	In Progress
FY17 State Planning Funds	Developing scope of work and costs information for candidate projects	In Progress
STU Applications	Funding round for FY21 and FY22 underway	January
FY18 Unified Work Program	Presented Draft FY18 Unified Work Program to PPUATS	In Progress