

EXECUTIVE BOARD MEETING
STEVE VAN WINKLE, CHAIRMAN – EXECUTIVE BOARD
(Crawford, Delaney, Drury, Glazier, Hill, Phelan, Proehl, Sundell)

Monday, June 19, 2017

5:30 p.m.

AGENDA

1. Call to Order
2. Roll Call
3. Public Input
4. Approval of Minutes May 15, 2017
5. Executive Director Report
6. Motion to approve entering into Intergovernmental Agreement between The State of Illinois, Illinois Emergency Management Agency and Tri-County Regional Planning Commission (Resolution 17-46)
7. Motion to approve entering into a service agreement with Cloudpoint Geographics (Resolution 17-48)
8. Discussion and Recommendation to Full Commission of Salary Ranges (Resolution 17-49)
9. Discussion and Recommendation to Full Commission of Salary Increases (Resolution 17-50)
10. Review of June 22, 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, May 15, 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, Crawford, Delaney, Drury, Hinrichsen, Phelan, Proehl, and Sundell. Absent: Glazier. Staff: Miller, and Lees.

3. Public Input- none

4. Approval of Minutes April 17, 2017

Sundell moved to approve the April 17, 2017 minutes and Delaney seconded. Motion carried.

5. Executive Director Report

Miller reported on the following:

- IDOT carryover funds of \$200,000
- PLBA- had signing ceremony at ACOE last week and has begun planning activities as part of the grant. Have a tentative date for July open house
- Lees is working on State planning funds for GATA
- Procurement Policy draft will be presented to Ways & Means at next meeting
- Regional Hazard Mitigation Plan has been presented Contract for signature
 - Hinrichsen asked what exactly does the Hazard Mitigation Plan cover. Miller responded it is a plan for storm shelters and plans for flooding.
 - Delaney asked about the redevelop of a scope of work for rural areas.

6. Action concerning Eastern Bypass Coalition Legal Fees

Miller explained this is a bill for \$893.00 for Eastern Bypass Coalition Legal Fees they acquired from Heyl & Royster for investigating the file of information of nonpayment of filing fees for Eastern Bypass. Hinrichsen talked with Heyl & Royster to reinstate them. Miller said he talked as instructed by Executive Board and got the bill lowered to \$893. Crawford moved to pay \$855 since TCRPC staff let this fall thru cracks and Eastern Bypass to pay the filing fees of \$38 and Drury seconded. Motion carried.

7. Recommendation to Commission FY18 Final Draft Budget

Crawford moved to recommend to Commission FY18 Final Draft Budget and Drury seconded. Motion carried.

Miller said this is last month as draft.

- Delaney asked if homemade management is complete.
- Crawford asked to include 2 columns of difference and explanations
- Drury commented that Conference travel is down.
- Proehl commented it is good using local planning conferences.

8. Review of May 25, 2017 Commission Agenda

Miller said there will updates on Public Participation Plan and nominations.

9. Other

Phelan asked if there are any updates on Eastern Bypass . Miller replied it is being reviewed by the state. Phelan also said to look out for future Passenger Rails and Eastern Bypass. It was mentioned that Fink has presented to the House.

10. Executive Session

11. Any action as a result of Executive Session

12. Adjournment

Phelan moved to adjourn at 6:40 pm and Drury seconded. Motion carried.

Respectively submitted by:

Eric Miller

Executive Director

Recorded and transcribed by Debbie Ulrich



TRI-COUNTY REGIONAL PLANNING COMMISSION

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To: Members of the Commission
From Eric W. Miller, Executive Director
Date: June 19, 2017
Subject: Executive Director Report for June, 2017

Project	Activity	Status
Administrative		
Staffing	Interns beginning work	Ongoing
FY17 Budget	Working with IDOT on Carry over	Ongoing
FY 18 Budget	FY 18 Budget Adopted	Completed
Outreach Activities	Met with Greater Peoria Airport Director, Farnsworth Group, Crawford Murphy & Tilley Presentation to Snyder Village Metamora	In Progress
Financial Report	Month of April was negative by \$7,700	Ongoing
Indirect Cost Rate(ICR)	Working with IDOT on FY 18 ICR	Ongoing
Website	Launch pending review and insert of copy material	In Progress
Planning issues		
PLBA	Began Planning Activities as part of Grant	In Progress
Regional Hazard Mitigation Plan	Met with key Stakeholders,began development of RFQ for Consultant	in progress
Regional Water Supply Planning	In discussion with DNR about Water Supply Planning Grant	Preliminary
Roanoke Comprehensive Plan	Working with Roanoke on Scope of Work for Comp Plan	Preliminary
Elmwood Comprehensive Plan	Began discussion with Elmwood on 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	Working with Public Works Staff to implement GIS/Asset Mapping	Ongoing
GPS unit	researching GPS unit for units of government	Ongoing
PPUATS/ Transportation		
Memorandum of Understanding	Discussion with Chairmen regarding MOU	In Progress
MPO Advisory Committee	Attended MPO meeting with MPO peers	
Transportation Infrastructure Funding	meeting pending with Area Legislators	In Progress
Transportation Improvement Program	Developed TIP Document published for Public Review	Ongoing
Eastern Bypass Coalition	Requested status meeting with IDOT Dist. 4	In Progress
Special Transportation Studies	Additional scope items requested by staff reviewing for eligibility	
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	Have Submitted preliminary Scope of Work to IDOT for eligibility review	In Progress
	Regional Pavement Condition Ratings Survey	In Progress
	Peoria Heights Commercial Studies	In Progress
	Complete Streets Seminar	In Progress
	GPS equipment	In Progress
FY17 Rural Planning Funds	Village of Roanoke Planning	In Progress
	Village of Minonk GIS /Mapping	In Progress
	Village of Elmwood GIS	In Progress
	Metamora /Germantown Hills Trail Planning	In Progress
FY 18 Special Planning Studies	Reviewing applications	In Progress
STU Applications	Funding round for FY21 and FY22 underway	In Progress
	Staff Reviewing applications and following process	In Progress
FY18 Unified Work Program	Adopted FY18 Unified Work Program PPUATS	Complete

RESOLUTION 17-46

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH THE ILLINOIS EMERGENCY MANAGEMENT AGENCY FOR \$48,713.24 TO DEVELOP A NATURAL HAZARDS MITIGATION PLAN FOR THE TRI-COUNTY REGION.

WHEREAS, the Tri-County Regional Planning Commission, hereafter referred to as the Commission, has in the past administrated the development of a regional Natural Hazard Mitigation Plan; and

WHEREAS, the Federal Disaster Mitigation Act of 2000 requires that for all disaster declared on or after November 1, 2004, local and tribal government applicants for sub-grants following any disaster, must have approved local mitigation plan in accordance with 44 CFR 201.6 prior to receipt of Hazard Mitigation Grant Program project funding; and

WHEREAS, the Federal Disaster Mitigation Act of 2000 requires that for Pre-Disaster Mitigation Grant Program project funding on or after November 1, 2003, local and tribal government applicants must have an approved local mitigation plan in accordance with 44 CFR 201.6 prior to receipt of project funding; and

WHEREAS, the hazard mitigation planning process set forth by the State of Illinois and Federal Emergency Management Agency offers the opportunity to consider natural hazards and risks, and to identify mitigation actions to reduce future risks; and

WHEREAS, the hazard mitigation plan represents the commitment of jurisdictions to reduce risks form all hazards and serves as a guide for decision makers as they commit resources to reducing the effects of all hazards; and

WHEREAS, an open public involvement process is essential to the development of an effective plan, and the process will be coordinated with affected jurisdictions, agencies, businesses, academia and other private and non-profit interests in the region to insure a comprehensive approach to mitigating the effects of all disasters; and

WHEREAS, the hazard mitigation plan will include a prioritized list of mitigation actions including activities that, overtime, will help minimize and reduce safety threats and damage to private and public property; and

WHEREAS, the Commission in partnership with local government entities including Village of Bartonville, City of Chillicothe, City of East Peoria, City of Eureka, Village of Germantown Hills, Village of Hanna City, Village of Morton, City of Pekin, City of Peoria, Village of Peoria Heights, Tazewell County, Village of Tremont, City of Washington, and Woodford County is participating in development of a multi-jurisdictional Hazard Mitigation Plan; and

WHEREAS, the Illinois Emergency Management Agency (IEMA) provided federal mitigation funds to support the update to the hazard mitigation plan; and

WHEREAS, the IEMA grant requires a 25% local cost share; and

WHEREAS, the Hazard Mitigation Planning Team has identified the means for meeting the local cost share value.

THEREFORE BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:

That the Commission authorizes its Executive Director to enter into a contract with the Illinois Emergency Management Agency for \$48,713.24 to coordinate the planning process, and to enter into intergovernmental agreements with the jurisdictions participating in the plan, and to take all action necessary to satisfy the requirements of the grant.

Presented this 22nd day of June 2017

Adopted this 22nd day of June 2017

Stephen Van Winkle, Chairman
Tri-County Regional Planning Commission

ATTEST:

Eric Miller, Executive Director
Tri-County Regional Planning Commission

RESOLUTION 17-48

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO AND IMPLEMENT A CONTRACT WITH CLOUDPOINT GEOGRAPHICS TO UPGRADE THE REGIONAL ArcGIS SERVER.

WHEREAS, the Tri-County Regional Planning Commission, hereafter referred to as the Commission, has provided geographic information system support and data hosting services to the Arc GIS Server Partners, and

WHEREAS, the Commission, has requested a Request for Quote (RFQ) for services to upgrade the existing ArcGIS Server from 10.2 to 10.4 which will enable HTTPS security on ArcGIS Server sites, and insuring connectivity to existing server services and SDE database connections, which will also maintain connection for supporting web maps and JavaScript applications, and

THEREFORE BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:

That the Commission authorizes its Executive Director to enter into a contract to upgrade the existing ArcGIS Server with Cloudpoint Geographics in an amount not to exceed \$2,950.00

Presented this 22nd day of June 2017

Adopted this 22nd day of June 2017

Stephen Van Winkle, Chairman
Tri-County Regional Planning Commission

ATTEST:

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

RESOLUTION 17-49

A RESOLUTION OF THE TRI- COUNTY REGIONAL PLANNING COMMISSION TO AMEND APPENDIX C (WAGE AND SALARY SCHEDULE FOR FULL-TIME EMPLOYEES, AND APPENDIX C1 (WAGE AND SALARY SCHEDULE FOR PART-TIME EMPLOYEES) OF THE EMPLOYEE HANDBOOK.

WHEREAS, the Employee Handbook includes a schedule of salary ranges for full-time and part-time employees of the Commission, and

WHEREAS, due to inflation and other factors, it is necessary to periodically adjust the salary ranges in an effort to attract and retain a well-qualified staff, and

WHEREAS, Appendices C and C1 of the Employee Handbook were last revised on June 23, 2016, and

WHEREAS, the minimum and maximum salary ranges for Appendix C and C1 are proposed to be adjusted for FY 2018 by 2.5% (attached), and

THEREFORE, BE IT RESOLVED BY THE COMMISSION AS FOLLOWS: That the Commission approves the increases indicated above to the minimum and maximum salary ranges of Appendix C and C1 of the Wage and Salary Schedules and require that they be placed in the Employee Handbook.

Presented this 22nd day of June 2017

Adopted this 22nd day of June 2017

Stephen Van Winkle, Chairman

Tri-County Regional Planning Commission

ATTEST:

Eric W. Miller, Executive Director

Tri- County Regional Planning Commission

RESOLUTION 17-50

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO APPROVE FY 2018 WAGE ADJUSTMENTS FOR THE FULL-TIME AND PART-TIME STAFF TO BE EFFECTIVE AS OF JULY 1, 2017

WHEREAS, the Tri-County Regional Commission, hereafter referred to as the Commission, employs a staff of administrators, planners, and specialists, and

WHEREAS, it has been customary for the Executive Director beginning July 1 of each fiscal year to provide salary adjustments based on merit and/or a cost of living index, and

WHEREAS, the Commission's professional staff has successfully carried out the policies and assignments of the Commission as set out in the FY 2018 Overall Work Program, and

WHEREAS, the FY 2018 Budget includes a 2.5% salary increase for the Commission's staff, and

THEREFORE, BE IT RESOLVED BY THE COMMISSION AS FOLLOWS: That the Commission approves a lump sum amount of \$9,276.00 for FY 2018 wage increases for the full time and part-time staff to be distributed by the Executive Director at his discretion.

Presented this 22nd day of June 2017

Adopted this 22nd day of June 2017

Stephen Van Winkle, Chairman

Tri-County Regional Planning Commission

ATTEST:

Eric W. Miller, Executive Director

Tri- County Regional Planning Commission

NEWS RELEASE

BUREAU OF LABOR STATISTICS

U. S. D E P A R T M E N T O F L A B O R



**Transmission of material in this release is embargoed until
8:30 a.m. (EDT) May 12, 2017**

USDL-17-0593

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CONSUMER PRICE INDEX – APRIL 2017

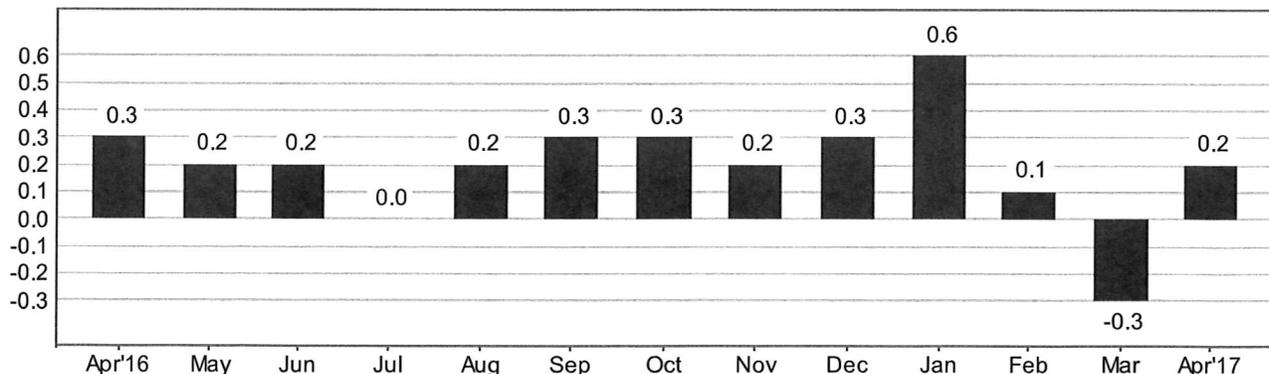
The Consumer Price Index for All Urban Consumers (CPI-U) increased 0.2 percent in April on a seasonally adjusted basis, the U.S. Bureau of Labor Statistics reported today. Over the last 12 months, the all items index rose 2.2 percent before seasonal adjustment.

Increases in indexes for shelter, energy, tobacco, and food all contributed to the monthly increase in the all items index. The energy index rose 1.1 percent, with all 3 of its major component indexes rising. The food index rose 0.2 percent, mostly due to a sharp increase in the index for fresh vegetables.

The index for all items less food and energy rose 0.1 percent in April after declining in March. The shelter index increased 0.3 percent, and the tobacco index increased sharply over the month. However, many indexes declined in April, including those for wireless phone services, medical care, motor vehicle insurance, apparel, used cars and trucks, recreation, and new vehicles.

The all items index rose 2.2 percent for the 12 months ending April. While a smaller increase than the 2.4 percent rise for the 12 months ending March, this is still a larger rise than the 1.7 percent average annual increase over the past 10 years. The index for all items less food and energy rose 1.9 percent over the last 12 months; this compares to a 1.8 percent average annual increase over the past decade. The energy index rose 9.3 percent over the last year, while the food index increased 0.5 percent.

Chart 1. One-month percent change in CPI for All Urban Consumers (CPI-U), seasonally adjusted, Apr. 2016 - Apr. 2017
Percent change



Salary Range Comparisons 2017

BiState * Champaign RPC Peoria County
Salary Ranges

Executive Director *	Set by Commission	\$ 115,455.00		\$ 108,576.00	\$ 162,864.00			
Planning Program Manager	\$ 88,000.00	\$ 96,125.00	\$ 49,780.00	\$ 80,183.00	\$ 58,617.00	\$ 87,945.00	\$ 67,620.00	\$ 101,430.00
GIS Specialist	\$ 48,960.00	\$ 51,281.00	\$ 43,000.00	\$ 64,500.00	\$ 41,000.00	\$ 48,000.00	\$ 43,000.00	\$ 47,000.00
Planner III	\$ 48,000.00	\$ 67,364.00	\$ 47,000.00	\$ 70,000.00	\$ 44,733.00	\$ 67,080.00	\$ 41,000.00	\$ 61,000.00
Planner II	\$ 44,000.00	\$ 63,592.00	\$ 35,046.00	\$ 52,569.00	\$ 43,000.00	\$ 62,000.00	\$ 40,850.00	\$ 48,000.00
Planner I	\$ 40,500.00	\$ 51,281.00	\$ 39,000.00	\$ 46,000.00	\$ 38,500.00	\$ 43,000.00	\$ 37,482.00	\$ 43,000.00
Part-time Acct								
Office Administrator	\$ 42,061.00	\$ 53,644.00	\$ 39,195.00	\$ 63,139.00	\$ 34,456.00	\$ 46,956.00	\$ 34,000.00	\$ 39,000.00

* Set by Commission

Benefits Comparison	TCRPC		Bi-State RC		Champaign County RPC		City of Peoria		Peoria County		Woodford County		East Peoria		Tazewell Cty	
	Existing	New Emp	Existing	New Emp	Existing	New Emp	Existing	New Emp	Existing	New Emp	Existing	New Emp	Existing	New Emp	Existing	New Emp
Days off	12-16	12-16	10-20	10-20	10-25	10-20	10-25	10-25	10-25	10-25	10-25	10-25	10-25	10-25	10-25	10-20
Vacation	12	12	12	12	3-4	4	12	12	12	12	12	12	12	12	12	12
Sick																
Personal																
PTO																
Holidays	11	11	11	11	13	10	11	11	11	13	10	10	11	11	11	11
Totals	35-39	35-39	33-43	33-43	36-54	34-44	33-48	33-48	35-55	30-50	30-50	30-50	36-46	36-46	36-46	36-46
Insurance																
Employee	90%	80%	90%	90%	75%	92%	80%	80%	90%	72%	80%	80%	80%	80%	80%	80%
Spouse	75%	50%	85%	85%	70%	76%	75%	75%	50%	50%	50%	50%	70%	70%	70%	70%
Dependent	75%	50%	80%	80%	70%	74%	70%	70%	50%	50%	50%	50%	70%	70%	70%	70%
Dental	Y	Y	N	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Vision	Y	Y	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Life	Y	Y	N	N	Y	Y	Y	Y	Y	50%	Y	Y	Y	Y	Y	Y
Short Term Disability	Y	Y	N	N	N	N	Y	Y	N	N	N	N	N	N	N	N
Retirement																
457B	5-7%	5-7%	4-5%	4-5%	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Defined Pension Plan (IMRF)	N	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Other																
Section 125	Y	Y	N	N	N	Y	Y	Y	N	Y	Y	N	Y	Y	Y	Y
Tuition Reimbursement	Y	Y	50%	50%	N	Y	Y	Y	N	Y	Y	N	Y	Y	Y	Y
Longevity Pay	N	N	N	N	N	Y	Y	Y	N	Y	Y	N	Y	Y	Y	N
Paid Parking	Y	Y	n/a	n/a	N	discounted	discounted	discounted	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Fitness Membership	N	N	N	N	N	N	N	N	N	Y	Y	N	Y	Y	Y	N

Salary Schedule

Effective July 1, 2016

FY17

Position	Salary	Employee Taxes	Medical Insurance	Dental/Vision/ Disability/Life	Parking	Retirement	Commission	Total Compensation to the Employee
Executive Director	\$100,000.00	\$7,650.00	\$7,929.24	\$855.72	\$900.00	\$7,000.00	\$124,334.96	\$116,684.96
Planning Program Manager	\$88,000.00	\$6,732.00	\$17,955.56	\$1,027.08	\$900.00	\$4,400.00	\$119,014.64	\$112,282.64
Planner GIS	\$48,960.00	\$3,745.44	\$9,546.36	\$1,171.20	\$900.00	\$2,448.00	\$66,771.00	\$63,025.56
Planner III	\$48,000.00	\$3,672.00	\$4,290.24	\$855.72	\$900.00	\$2,400.00	\$60,117.96	\$56,445.96
Planner II	\$44,000.00	\$3,366.00	\$4,194.72	\$855.72	\$900.00	\$2,200.00	\$55,516.44	\$52,150.44
Planner I	\$40,500.00	\$3,098.25	\$3,991.08	\$855.72	\$900.00	\$2,025.00	\$51,370.05	\$48,271.80
Planner I	\$40,000.00	\$3,060.00	\$3,991.08	\$855.72	\$900.00	\$2,000.00	\$50,806.80	\$47,746.80
Part-Time Accountant	\$34,000.00	\$2,601.00	\$0.00	\$0.00	\$900.00	\$0.00	\$37,501.00	\$34,900.00
Office Administrator	\$42,061.00	\$3,217.67	\$12,361.08	\$855.72	\$900.00	\$2,103.05	\$61,498.52	\$58,280.85
Total	\$485,521.00	\$37,142.36	\$64,259.36	\$7,332.60	\$8,100.00	\$24,576.05	\$626,931.37	\$589,789.01
							\$0.00	