

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.

AGENDA

1. Call to Order
2. Roll Call
3. Public Input
4. Approval of Minutes February 13, 2017
5. Executive Director Report
6. Motion to recommend to Full Commission the approval of MOU with TCRPC and PPUATS
7. Action concerning Eastern Bypass Coalition Legal Fees
8. Review of March 23, 2017 Commission agenda
9. Other
10. Executive Session
11. Any action as a result of Executive Session
12. Adjournment

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

Monday, February 13, 2017

5:30 p.m.

MINUTES

1. Call to Order
Chairman Van Winkle called the meeting to order at 5:30 p.m.
2. Roll Call
Present: Van Winkle, Proehl, Sundell, Delaney, Glazier, and Hinrichsen. Absent: Crawford, and Phelan. Excused: Drury. Also present: Miller, Lees, and Dave Zern- Kuhl Insurance.
3. Public Input-none
4. Approval of Minutes November 21, 2016
Sundell moved to approve the November 21, 2016 minutes and Hinrichsen seconded. Motion carried.
5. Executive Director Report
Miller updated committee on the following:
 - The 2 Planner positions have been filled by Mike Bruner and Reema Abi-Akar.
 - Cindy Fletcher leaving TCRPC. Moving to Alabama. Reviewing resumes. She will train new person.
 - FY17 budget is positive. Planning funds on projects and eligibility.
 - PLBA- waiting to sign agreement with ACOE
 - Hazard Mitigation Plan- waiting for award notification from IEMA/IEEMA
 - Reviewing final comments and changes to both documents
 - Creating the FY18 UWP
 - Explained that the Hazard Mitigation is for communities for mitigation funds, and that it is for counties and municipalities.
 - Hinrichsen asked about Eastern Bypass Plan. Miller responded that a corridor has been chosen.
6. Recommendation to Commission approval of TCRPC/PPUATS Memorandum of Understanding
Proehl moved to recommend to Commission for approval of TCRPC/PPUATS Memorandum of Understanding and Sundell seconded. Motion deferred
Miller explained the changes.
 - Sundell said that according to the bylaws of the agreement TCRPC is the MPO until duly recognized by the Governor of the state changes it.
 - Hinrichsen said that IDOT came to PPUATS and said they are incorrect and need to alter action from state correction.
 - Miller said that FHWA and IDOT thinks Policy was superseded under a redesignation is done. He also explained that Tri County membership is County based not city or CityLink based.
 - Delaney asked if we are getting direction from Policy. Answer is yes.
 - Glazier asked if we are liable if wrong decision is made. Answer is yes.
 - Miller said there is no rush to get this signed. He wants to get clarification and to do this correctly.
 - Hinrichsen said we are going to designate Tri County as MPO and have the Governor to reinstate PPUATS Policy as MPO.
 - Miller asked if we want to redesignate. And Van Winkle said yes.
 - Proehl asked what Miller thought, and he said business is going on, wants clarification of roles and responsibilities.
 - Sundell suggests having a committee to hire and fire Executive Director, 2 from TCRPC and 2 from PPUATS Policy for Search Committee.
7. Recommendation to Commission approval of TCRPC/PPUATS Cooperative Agreement
Hinrichsen moved to recommend to Commission approval of TCRPC/PPUATS Cooperative Agreement and Glazier seconded but only after IDOT and legal advisors agree. Motion carried.
 - Van Winkle suggested for fiscal year be added.
 - Miller asked who is MPO? Go back to the MOU and add that MPO cannot be formerly changed.

- Sundell stated that according to Cooperative Agreement “The designation of the MPO is by the Governor and approved by an agreement by the State of Illinois that shall be considered acceptance of the provision and objectives contained herein and shall constitute an agreement between the jurisdictions heretofore mentioned to cooperate in the continuing, cooperative and comprehensive transportation planning process for the Peoria-Pekin Urbanized Area.”
 - Miller recommends having TCRPC attorney review.
 - Van Winkle said anything within coop agreement we need to feel comfortable with and needs clarification.
 - Van Winkle asked to put on agenda as discussion item and to get input from Carmitchel.
 - Miller said IDOT will be first stop, then TCRPC attorney will review.
 - Glazier stated is this what we want, could review be a danger to conflict.
 - Miller stated that IDOT is funding this agency. Money is used for PPUATS urbanized area.
 - Van Winkle stated said it doesn’t matter if IDOT is MPO or not, we are support staff. There will be no action on coop agreement until approved clear clarification from governor needs to take action.
 - Sundell said why sign Coop Agreement before MOU, get coop agreement all signed but not in effect until Governor approves.
8. Recommendation to Commission approval of Resolution 17-32 Health Insurance benefits
Hinrichsen moved to recommend to Commission approval of Resolution 17-32 Health Insurance benefits and Sundell seconded. Motion carried.
- Miller explained the background of the Commission paying for the employee’s healthcare at 100%. The Commission wants the employee to be invested in the Health Insurance. After explaining the different plans Miller recommended Plan RM-R8 and AD-MM with the employee contributing 7%. The Commission adopted to offer a dual tier plan. The dual tiers include a Preferred Provider (PPO) and a High Deductible (HD) with a Health Savings Account (HSA) option. The Commission will give the employee in the HSA \$500 for employee and \$1,000 for family including employee.
 - Hinrichsen asked if the employees are ok with the consensus. Answer is yes.
 - Miller explained that although getting the rates late the employees do not have a problem of investing in their insurance.
 - Delaney asked that if an employee leaves and comes back will they considered a new employee and Miller said yes.
 - Dave Kern from Kuhl Insurance said the HSA is just another tier it wouldn’t really lower the insurance bottom line.
 - Miller also said that Delta Dental is chosen for the dental with no change in rate but offered to lock in our rate for 2 years. Vision will be Guardian with a minimum increase.
9. Recommendation to Commission approval of Resolution 17-33 General Liability Insurance
Sundell moved to recommend to Commission the approval of Resolution 17-33 General Liability insurance and Proehl seconded. Motion carried.
Miller said that our broker suggested Cincinnati due to lower rates and better claim service. Sundell agreed to go with Cincinnati.
10. Discussion of credit card policy
Proehl suggested to pass onto Ways & Means for approval and then onto Full Commission for approval and Hinrichsen seconded. Motion carried.
11. Review of February 23, 2017 Commission agenda
Change 8 a. to Discussion on Cooperative Agreement
Change 8 b. to Discussion on PPUATS/TCRPC Memorandum of Understanding
- a. Add Motion to approve Creation of the Rural Technical Assistance Program
 - b. Update on Special Projects
12. Other
- Miller will be going to Woodford County CP&Z meeting to explain their return of investment with TCRPC
 - Miller mentioned the orientation for new board members February 23, 2017 @ 4:30 p.m.
13. Executive Session
14. Any action as a result of Executive Session

15. Adjournment

Hinrichsen moved to adjourn at 7:30 p.m. and Glazier seconded. Motion carried.

Submitted by:

Eric Miller
Executive Director

Recorded and transcribed by : Debbie Ulrich

DRAFT



TRI-COUNTY REGIONAL PLANNING COMMISSION

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

To: Members of the Commission
From Eric W. Miller, Executive Director
Date: March 20, 2017
Subject: Executive Director Report for March, 2017

Project	Activity	Status
Administrative		
Staffing	Offer made to Accountant, Transition occurring	Complete
	interviews for Accountant	Complete
FY17 Budget	Reviewing Budget projection mid year.	Ongoing
FY 18 Budget	Began Budget process	Ongoing
Compensation Study	Discussion at November Exec board meeting	Deferred until FY18
Outreach Activities	will schedule meetings with County and Municipal Stakeholders	In Progress
Financial Report	Month of February was positive by \$700	Ongoing
Website	Launch pending review and insert of copy material	In Progress
Planning issues		
PLBA	USACE has approved agreement, scheduling signing ceremony	In Progress
Hazard Mitigation	Awaiting award notification from FEMA/IEMA	in progress
Roanoke Comprehensive Plan	Working with Roanoke on Scope of Work for Comp Plan	Preliminary
University of Illinois Visit	Met with Varous faculty to discuss potential collaboration	Ongoing
Pekin Derby Street Corridor Study	Working with UI Coop ext. on Funding a Student led study of Derby St	Preliminary
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	scheduled meeting to discuss GIS/Asset Mapping	Ongoing
GPS unit	researching GPS unit for units of government	Ongoing
PPUATS/ Transportation		
Cooperative Agreement	TCRPC tables issue at February meeting	In Progress
Memorandum of Understanding	PPUATS has approved, pending Commission approval	In Progress
Transportation Infrastructure Funding	Meeting with Legislators delayed	In Progress
Regional Bike Plan	Final report finished expect action by Committee in March	In Progress
Eastern Bypass Coalition	Requested status meeting with IDOT Dist. 4	In Progress
Special Transportation Studies FY16	Additional scope items requested by staff reviewing for eligibility	
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 FY17	Project Closed out	Complete
East Peoria Four Corners	Consultant selected study underway	In Progress
Tazewell County Wayfinding	Consultant selected study underway	In Progress
City of Peoria Port	Consultant selected study underway	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



TRI-COUNTY REGIONAL PLANNING COMMISSION

EST. 1958

Memo To: Executive Board of the Commission
From: Eric W. Miller, Executive Director
Subject: TCRPC/PPUATS MOU
Date: March 17, 2017,

Background

The purpose of the Memorandum of Understanding (MOU) is to further outline the roles of TCRPC and the PPUATS organization. The relationship is guided by the Cooperative Agreement which both parties approved in 2008. It was suggested by IDOT that language be updated to reflect current transportation law. It was mutually decided that a MOU could be drafted for both parties to approve. The Chairmen have met many times over the past year and have drafted language that both parties would consider acceptable and feel comfortable presenting to the respective boards.

In February, the Full Commission reviewed and made comments to a draft of this MOU. On Wednesday, March 1, 2017, the PPUATS Policy Committee met and took action on the MOU with the suggested changes by the TCRPC Board. The Policy Committee passed the MOU unanimously.

Recommendation

I recommend the Executive Board recommend approval of the Memorandum of Understanding (MOU) to the full Commission.

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 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 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 sole 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 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 for the PPUATS Policy Committee. The financial statements shall contain an accounting of all state and federal transportation planning funds that are 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 that are sourced from transportation planning funds over \$1000.00. TCRPC staff will also 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 any 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 the acknowledgment of TCRPC and PPUATS Policy Committee that each entity should be involved in the hiring and oversight of the Executive Director and that either entity may call for a meeting to discuss these issues.

When openings occur in the Executive Director position TCRPC and PPUATS Policy Committee Chairs shall each appoint two (2) members to a search committee whose responsibility shall be to review and interview prospective candidates and make suggestions to the respective Committees regarding the hiring of a new Executive Director. Any decision to hire a new Executive Director shall be a joint decision of the two entities.