

**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.***

**AGENDA**

1. Call to Order
2. Roll Call
3. Public Input
4. Approval of Minutes April 17, 2017
5. Executive Director Report
- \6. Action concerning Eastern Bypass Coalition Legal Fees
7. Recommendation to Commission FY18 Final Draft Budget
8. Review of May 25, 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, April 17, 2017**  
**5:30 p.m.**  
**MINUTES**

1. Call to Order  
Vice chairman Hinrichsen called the meeting to order at 5:40 pm
2. Roll Call  
Present: Hinrichsen, Delaney, Drury, Proehl, and Sundell. Absent: Crawford, Glazier, and Phelan. Staff; Miller, and Lees.
3. Public Input-none
4. Approval of Minutes March 20, 2017  
Drury moved to approve the March 20, 2017 minutes and Sundell seconded. Motion carried.
5. Executive Director Report  
Miller updated on the following:
  - Transition of Sloan becoming accountant is complete
  - FY17 projection of budget midyear
  - FY18 budget Federal expenses and development is progress
  - Met with following, City of Peoria, Village of Germantown Hills, Metamora, Congressman LaHood's District Chief of staff, and City of West Peoria. Scheduled with Bustos (Jeremiah Williams) to discuss projects.
  - Have signing ceremony with USACE on April 26<sup>th</sup> in Rock Island for funding grant of PLBA Illinois river project.
  - Infrastructure funding from state.
  - Regional Bike Plan final approval scheduled in May.Lees reported on the following:
  - Metropolitan Planning Funds
  - East Peoria 4 corners parking study
  - City of Pekin Corridor plan on Derby Street
  - City of Peoria seminar series of complete streets
  - Highway construction program for city employees
    - Proehl commented on concerns of EDC and TCRPC working together.
    - Drury asked if this is an IDOT grant
  - Port District Project Phase 1 Multi Modal in region
6. Action concerning Eastern Bypass Coalition Legal Fees  
Miller reported himself and Hinrichsen talked with attorney to lower bill and attorney said they will get back with them.  
Drury moved to bring to Full Commission if less amount and Sundell seconded. Motion carried.

7. Motion to approve TCRPC- PPUATS Memorandum of Understanding (MOU)  
Miller explained the changes and that Van Winkle wants to take action on this tonight and forward to Full Commission.  
Proehl moved to accept as is and Sundell seconded. Motion carried.
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  
Drury moved to approve Resolution 17-37, authorize Executive Director to enter into contract with selected consultant for traffic counts for City of Peoria and Delaney seconded. Motion carried.
9. Presentation of FY18 Draft Budget  
Miller explained that next month there will be a final draft budget to review next month and a Final in June.
10. Review of April 27, 2017 Commission Agenda  
Miller said the agenda is very light for Commission meeting.
11. Other
12. Executive Session
13. Any action as a result of Executive Session
14. Adjournment  
Drury moved to adjourn at 6:15 pm and Sundell 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: May 15, 2017  
Subject: Executive Director Report for May, 2017

Project	Activity	Status
<b>Administrative</b>		
Staffing	No staff Changes	Complete
FY17 Budget	Working with IDOT on Carry over	Ongoing
FY 18 Budget	FY 18 Budget development in progress	Ongoing
Outreach Activities	Met with Woodford County, Village of Morton,	In Progress
Financial Report	Month of April was negative by \$3,100	Ongoing
Website	Launch pending review and insert of copy material	In Progress
<b>Planning issues</b>		
PLBA	Began Planning Activities as part of Grant	In Progress
Regional Hazard Mitigation Plan	Have been presented Contract for Signature to complet Hazard Mitigation	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
<b>GIS Issues</b>		
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
<b>PPUATS/ Transportation</b>		
Memorandum of Understanding	PPUATS will be presented with amended version of MOU	In Progress
Transportation Infrastructure Funding	meeting pending with Area Legislators	In Progress
Regional Bike Plan	PPUATS adopted plan in May	Complete
Eastern Bypass Coalition	Requested status meeting with IDOT Dist. 4	In Progress
Special Transportation Studies	Additional scope items requested by staff reviewing for eligibility	
<b>FY17</b>		
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
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	In Progress

Tri-County Regional Planning Commission  
FY 2018 Draft Budget  
May, 2017

Revenue:	FY17	FY18
UWP: FHWA	\$491,723	\$497,820
UWP: FTA	\$134,785	\$132,469
UWP: PPUATS MATCH	\$156,627	\$157,572
PL/FTA Unearned	\$236,779	\$203,931
Regional/Local	\$48,000	\$41,250
Woodford County GIS	\$70,000	\$45,000
Woodford County Planning & Zoning	\$300	\$500
Tazewell County Planning & Zoning	\$10,050	\$9,000
Human Services Transportation Plan - Rural	\$62,000	\$62,000
Regional Server Partnership	\$10,000	\$10,000
Homeless Management Information System	\$10,000	\$0
JARC - ciCarpool - (Driving Change/Air Quality)	\$5,000	\$5,000
GPSD GIS Staffing	\$25,000	\$25,000
IDOT State Planning Funds FY17		
IDOT Rural Planning Funds FY17		
Hazard Mitigation Plan		\$48,713
Interest Income	\$500	\$500
FTA JARC & New Freedom (Pass Through)	\$119,000	
FTA Paratransit Study	\$10,000	\$0
LEPC Mapping (New project)	\$0	\$0
FTA 5310 Administration Fee	\$10,000	\$10,000
Tremont Gis	\$2,000	
	<b>\$1,401,764</b>	<b>\$1,248,755</b>

Expense:	FY17	FY18
Advertising/Legal Notices	\$3,000	\$3,000
Community Events	\$0	\$500
Contractual Services	\$334,000	\$290,000
Copying and Printing	\$10,000	\$10,000
Repairs and Maintenance	\$4,000	\$4,000
Computer Software and Support	\$32,800	\$25,000
Computer Hardware	\$25,000	\$12,000
Group Health Insurance	\$72,674	\$75,000
Other Employee Benefits (vision, dental, life, disab)	\$8,000	\$9,000
General Insurance - Auto and W/C	\$18,000	\$18,000
Memberships and Subscriptions	\$7,500	\$7,500
Miscellaneous	\$2,500	\$2,500
Office Supplies	\$5,000	\$4,000
Postage	\$500	\$500
Space Costs - Rent	\$34,184	\$34,184
Space Costs - Utilities	\$6,000	\$7,000
Space Costs - Parking	\$13,000	\$13,000
Retirement	\$35,333	\$27,000
Salaries	\$578,419	\$511,759
Telephone	\$7,500	\$7,500
Conference Travel	\$10,000	\$5,000
Local Travel	\$2,500	\$5,000
Conferences Registration	\$4,000	\$4,000
APWA Conference Registration	\$7,500	\$7,500
Professional Services - Legal	\$20,000	\$20,000
Professional Services - Accounting/Audit	\$25,000	\$28,000
Professional Services Compensation and benefits Study		\$7,000
ER Taxes (@8%)	\$45,514	\$40,300
Depreciation Expense	\$5,000	\$5,000
	<b>\$1,316,924</b>	<b>\$1,183,243</b>
Excess rev. over exp.	<b>\$84,840</b>	<b>\$65,512</b>
<b>CONTRACTUAL SERVICES</b>		
Contractual PPUATS		\$200,000
PPUATS Special Projects		\$90,000
		\$290,000