



TRI-COUNTY REGIONAL PLANNING COMMISSION

456 FULTON STREET, SUITE 420
 PEORIA, IL 61602
 Phone: 309-673-9330 FAX: 309-673-9802
www.tricountyrpc.org

Ways & Means Committee CANCELLED
FULL COMMISSION.....5:30p.m., March 23, 2017

AGENDA

- 1. Call to Order, Welcome, Recognition of Audience**
- 2. Roll Call**
- 3. Public Input**
- 4. Approval of February 23, 2017 Minutes**
- 5. Executive Director report**
- 6. Ways and Means Report**
 - a. Motion to approve Resolution 17-35 for February Financial Statements and Billings
 - b. Motion to request proposal from Martin Hood and Friese for FY17 Audit
- 7. Administration**
 - a. Motion to approve MOU between TCRPC and PPUATS
- 8. Transportation**
 - a. Presentation of BikeConnect HOI Regional Bicycle Plan
Public Hearing, BikeConnect HOI Regional Bicycle Plan
 - b. Motion to approve Resolution 17-37, Executive Director to enter into a contract with selected consultant for traffic counts for City of Peoria.
 - c. Presentation of FY17 Draft Unified Work Program (UWP)
- 9. Executive Session**
- 10. Any action coming out of Executive Session**
- 11. Other**
- 12. Adjournment**

April 2017 MEETING SCHEDULE

PPUATS Policy Committee	Wednesday, April 5	9:00 a.m.
Executive Board	Monday, April 17	5:30 p.m.
PPUATS Technical Committee	Wednesday, April 19	9:00 a.m.
Ways & Means	Thursday, April 27	4:30 p.m.
FULL COMMISSION	Thursday, April 27	5:30 p.m.

Meetings are held at the offices of the **Tri-County Regional Planning Commission**, 456 Fulton Street, Suite 401, Peoria, IL 61602, (309) 673-9330, unless otherwise noted, and are subject to change.



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Ways & Means Committee.....4:30p.m., February 23, 2017
FULL COMMISSION.....5:30p.m., February 23, 2017

MINUTES

1. Call to Order, Welcome, Recognition of Audience

Chairman Van Winkle called the meeting to order at 5:30 p.m.

2. Roll Call

- Notice of appointment to Full Commission Seth Mingus of Tazewell County for a 1 year term.
- Notice of reappointments to Full Commission Sue Sundell, Nancy Proehl, Timothy Neuhauser, Darrel Mesinger, Brett Grimm, and Russell Crawford of Tazewell County for a 1 year term.

Commissioner	P	A	Commissioner	P	A
Jim Miller IDOT	x		Russ Crawford Tazewell Co.	x	
Stan Glazier Woodford Co.		x	Brett Grimm, Tazewell Co.		x
John Delaney, Woodford Co	x		Nancy Proehl, Tazewell Co	x	
Mike Hinrichsen, Woodford Co...	x		Seth Mingus Tazewell Co.	x	
Jason Jording Woodford Co.	x		Don Gorman, Peoria Co.	x	
Richard Hill Woodford County	x		Phil Salzer Peoria Co...	x	
Bryant Kempf, Woodford Co		excused	Matthew Bender, Peoria Co.	x	
Randy Roethler, Woodford Co.		x	Clinton Drury, Peoria Co.	x	
Sue Sundell Tazewell Co	x		Michael Phelan Peoria Co...	x	
Tim Neuhauser Tazewell Co		excused	Paul Rosenbohm Peoria Co...	x	
Darrell Mesinger Tazewell Co.	x		Steve Van Winkle Peoria Co.	x	

Staff present: Hannah Martin, Eric Miller, Ryan Harms, Andrew Hendon, Ray Lees, and Cindy Fletcher. Also: Bruce Carmitchel-IDOT

3. Public Input-none

4. Approval of January 26, 2017 Minutes

Sundell moved to approve the January 26, 2017 minutes and Gorman seconded. Motion carried.

5. Executive Director report

Miller reported on the following:

- TCRPC will be at full staff the end of June.
- Fletcher is leaving TCRPC and moving to Alabama
- FY17 budget is under budget and requesting Special Projects. IDOT is going to extend FY17 grants for 6 months.
- FY18 budget is in the preliminary stages. UWP will go to PPUATS Technical in March.

6. Ways and Means Report

- a. Motion to approve Resolution 17-31 for January Financial Statements and Billings
Delaney moved to approve Resolution 17-31 January Financial Statements and Billings and Gorman seconded. Motion carried.
Fletcher updated committee on the following:
 - Operating cash is \$451,841. Revenue was \$74,932 with expenses 68,028 with a net income of \$6,904 and year to date is \$36,147. Operating revenue is up \$23,500 from December while operating expenses are up 12,500.
 - Unemployment rate is up from .55% to 4.85%. It went to \$550 per employee per year.Overall January results were good.
- b. Motion to approve Credit Card Policy
Salzer moved to approve Credit Card Policy as amended and Proehl seconded. Motion carried.
 - Amendments consist of adding no drugs purchases, gambling or illegal activities, plus within 2 days of receiving bill the payment should be made.
 - Miller said it will be better financial control of purchases.Crawford moved to approve amendments and Drury seconded. Motion carried.

7. Administration

- a. Motion to approve Resolution 17-32 Health Insurance contracts
Hinrichsen moved to approve Resolution 17-32 Health Insurance contracts 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.
 - 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.
- b. Motion to approve Resolution 17-33 Property, Casualty Insurance contracts
Gorman moved to approve Resolution 17-33 Property, Casualty Insurance contracts and Sundell seconded. Motion carried.
 - Miller said that our broker suggested Cincinnati due to lower rates and better claim service.
- c. Motion to approve Resolution 17-34 Amendment to Employee Handbook for Illinois Continuation (mini COBRA)
Hinrichsen moved to approve Resolution 17-34 Amendment to Employee Handbook for Illinois Continuation (mini COBRA) and Crawford seconded. Motion carried.
- d. Motion to approve Resolution 17-36 Amendment to Employee Handbook to add Employee Retirement Plan Roth 457 Deferred Compensation Plan.
Gorman moved to approve Resolution 17-36 Amendment to Employee Handbook to add Employee Retirement Plan Roth 457 Deferred Compensation Plan and Salzer seconded. Motion carried.

8. Transportation

- a. Discussion on Cooperative Agreement
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.
 - Phelan asked why fix a problem that does not exist. Hold off until Chairman of PPUATS Policy that caused issue is not in office. There has been no problem in the past. Crawford agrees.Crawford moves to table Coop agreement and Proehl seconded. Motion carried.
- b. Discussion on PPUATS/TCRPC Memorandum of Understanding
Van Winkle opened the floor for discussion:
 - Gorman mentioned that Governor Walker acknowledged Tri-County Regional Planning Commission board as the designated MPO for transportation planning in PPUATS.
 - Miller said that each has to work together Commission and PPUATS.
 - Phelan asked if we should look at PPUATS structure. Why dos City of Peoria have so many on PPUATS Policy. Was explained that they needed more reps on Policy and took votes from Peoria County and gave to City of Peoria. Miller explained that votes are on the amount of money given.
 - Miller said Morris as not heard confirmation back from Rainson as if yet, so will take action later.

- Hinrichsen stated that IDOT wants MOU
- Carmitchel (IDOT) mentioned what is process of funds being spent.
- Hinrichsen asked what expectations of both parties involved are.
- Crawford asked to make the following changes
 - i. On number V. take out each entity and add the PPUATS Chairman, after Executive Director, take out and that either entity may call for a meeting to discuss these issues.
 - ii. Last paragraph change two (2) to an equal number and add Therefore on last sentence.
- c. Update on Rural State Planning Funds-Rural Technical Assistance Program
 - Miller explained of the 16,000 from State Planning Funds from IDOT for rural work. It is offered for smaller communities to apply for funds. Roanoke has sent in for Planning Process.
 - Hill mentioned that rural areas not to be enhanced.
 - Hinrichsen said that cities and villages need to plan and develop and to use the knowledge from TCRPC.
 - Miller said he has responded communication back to Roanoke to offer assistance for planning and technical resources.
- d. Update on PPUATS Special Projects

Harms reported on the \$90,000 for Special projects which consist of 3 way corridor, traffic count bike way finding of Peoria County for FY17. As for FY16 Tazewell way finding and traffic count. Harms explained that way finding is signage for bike routes. Van Winkle thanked IDOT for present funding carryover.

9. Land Use Planning

10. GIS

11. Executive Session

12. Any action coming out of Executive Session

13. Other

Phelan asked if there was new administration for transportation and Miller said there is no indication as of this time on funds. Miller also said there is no Federal budget

14. Adjournment

Hinrichsen moved to adjourn and Sundell seconded at 7:30 p.m.

Respectively submitted by:

Eric W. Miller

Executive Director

Recorded and transcribed by: Debbie Ulrich

March 2017 MEETING SCHEDULE

PPUATS Policy Committee	Wednesday, March 1	9:00 a.m.
PPUATS Technical Committee	Wednesday, March 15	9:00 a.m.
Executive Board	Monday, March 20	5:30 p.m.
Ways & Means	Thursday, March 23	4:30 p.m.
FULL COMMISSION	Thursday, March 23	5:30 p.m.

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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, Transtion 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 dicuss potential collaboartion	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	Dicussed 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	Additional scope items requested by staff reviewing for eligiblity	
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	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

RESOLUTION 17-35

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO APPROVE THE FINANCIAL REPORTS AND BILLINGS FOR FEBRUARY 2017

WHEREAS, the Tri-County Regional Planning Commission is required to establish and maintain proper accounting procedures and cash management records in accordance with Generally Accepted Accounting Principles (GAAP) as applied to governmental agencies, and

WHEREAS, on a monthly basis, the staff accountant prepares end-of-month financial reports and a listing of cash disbursements, and

WHEREAS, the Ways & Means Committee has reviewed the end-of-month financial statements and cash disbursements report for February 2017, and recommends that the Commission approve said reports.

THEREFORE BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:

That the financial reports and cash disbursements for February 2017 are approved.

Presented this 23rd day of March 2017

Adopted this 23rd day of March 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
COMPARATIVE STATEMENTS OF ASSETS, LIABILITIES, & NET ASSETS
FEBRUARY 28, 2017

ASSETS	FEB 28, 2017	JAN 31, 2017	FEB 29, 2016
Current Assets			
Checking/Savings			
Restricted Cash:			
100012 · Checking - Flexible Benefits	1,620	1,620	1,660
100016 · South Side - Unvested Retirement	11,053	12,244	5,499
100011 · Checking - PPUATS	143,616	153,283	109,492
100018 · Checking - IL MPO Advisory Council	19,238	19,238	19,238
Total Restricted Cash - South Side Bank	<u>175,527</u>	<u>186,385</u>	<u>135,890</u>
Unrestricted Cash:			
100010 · Checking - South Side Bank	475,878	451,841	461,667
Total Checking/Savings South Side Bank	<u>651,406</u>	<u>638,227</u>	<u>597,557</u>
100020 · Accounts Receivable	66,216	73,902	111,314
Other Current Assets			
100025 · Due from Grant Funds			
100050 · Prepaid Expenses	4,444	3,813	17,481
Total Other Current Assets	<u>4,444</u>	<u>3,813</u>	<u>17,481</u>
Total Current Assets	<u>722,066</u>	<u>715,942</u>	<u>726,351</u>
Fixed Assets			
100040 · Office Furniture	54,533	54,533	54,533
100042 · Computer Equipment	70,668	70,668	71,648
100044 · Vehicles	41,567	41,567	41,567
100046 · Leasehold Improvements	7,080	7,080	7,080
Less: Accumulated Depreciation	(170,342)	(170,204)	(168,740)
Total Fixed Assets	<u>3,505</u>	<u>3,644</u>	<u>6,088</u>
TOTAL ASSETS	<u>\$ 725,572</u>	<u>\$ 719,586</u>	<u>\$ 732,439</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
200010 · Accounts Payable	6,947	2,182	74,875
Other Current Liabilities			
200009 · IDOT Payable			103,751
200015 · Accrued Expenses	1,481	1,231	500
200021 · Accrued Payroll	16,082	15,749	20,606
200055 · Vacation/Personal Time	31,907	29,500	40,122
200056 · Unvested Retirement Account	11,042	12,234	5,492
200060 · Employee Deductions	5,144	3,623	4,105
200071 · Deferred Revenue - PPUATS	118,187	128,365	96,396
200092 · Deferred Revenue - IDNR			10,506
200095 · Deferred Revenue - IL MPO	19,238	19,238	19,238
200103 · Deferred Revenue - Woodford Co.	8,400		12,000
200104 · Deferred Revenue - Regional Server	3,000	3,750	5,000
200105 · Deferred Revenue - MPO Special Project			
Total Other Current Liabilities	<u>214,479</u>	<u>213,689</u>	<u>317,716</u>
Total Current Liabilities	<u>221,427</u>	<u>215,871</u>	<u>392,590</u>
Total Liabilities	<u>221,427</u>	<u>215,871</u>	<u>392,590</u>
Equity			
310000 · General Fixed Asset Equity	5,710	5,710	5,710
350000 · Capital Contribution	193,000	193,000	193,000
390000 · Retained Earnings	268,859	268,859	101,038
Net Income	36,576	36,147	40,101
Total Equity	<u>504,145</u>	<u>503,716</u>	<u>339,849</u>
TOTAL LIABILITIES & EQUITY	<u>\$ 725,571</u>	<u>\$ 719,586</u>	<u>\$ 732,439</u>

**TRI-COUNTY REGIONAL PLANNING COMMISSION
COMPARATIVE STATEMENTS OF INCOME AND EXPENSE
FEBRUARY 2017**

	Month of FEB 2017	Month of JAN 2017	Current FY YTD	Previous FY YTD	Annual FY17 Budget	% Annual FY17 Budget
Income						
400010 · FHWA PL Fund	31,941	30,409	272,173	212,079	640,420	42.5%
400011 · FTA Section 8	8,751	8,328	75,583	65,131	175,511	43.1%
400015 · PPUATS Matching	10,178	9,684	86,947	69,303	203,983	42.6%
400020 · Regional/Local Funds	3,438	3,437	30,313	32,000	48,000	63.2%
400022 · Woodford County GIS	1,886	2,111	27,345	43,520	70,000	39.1%
400136 · Municipal GIS Support Services	300		2,985		2,000	149.3%
400140 · Tazewell Co. Zoning	833	833	6,716	6,716	10,050	66.8%
400200 · Interest Income	86	98	681	595	500	136.3%
400240 · Woodford County Planning				450	300	0.0%
400254 · Human Services Trans. Plan	2,457	4,446	43,647	28,384	62,000	70.4%
400271 · Regional Server Partnership	750	750	9,750	10,000	10,000	97.5%
400276 · JARC/New Freedom		12,230	24,651	42,174	119,000	20.7%
400279 · Homeless Info. Mgt. Systems			6,638	21,506	10,000	66.4%
400290 · Tazewell Co. GIS Data Requests				38		
400291 · JARC - cicarpool				3,529	5,000	0.0%
400315 · GPSD GIS Staffing	1,511	2,115	15,741	2,115	25,000	63.0%
400319 · IDOT State Planning Funds		342	342	36,992	-	
400323 · Peoria Park District	113	150	2,678	3,150	-	
400324 · Regional Ortho Photo				92,594	-	
400325 · FTA 5310 Admin Fee				8,051	10,000	0.0%
400326 · Para-Transit Study					10,000	0.0%
400327 · Tri County LEPC Mapping				4,860	-	
400328 · MPO Special Projects			13,623		-	
Total Income	\$ 62,243	\$ 74,932	\$ 619,812	\$ 683,187	\$ 1,401,764	44.2%
Expense						
500010 · Advertising and Printing	555		1,501	1,473	3,000	50.0%
500015 · Contractual Services	1,270	16,621	88,758	118,005	334,000	26.6%
500020 · Copier	399	399	3,352	4,112	10,000	33.5%
500025 · Computer Software and Support	8,042	2,002	38,120	22,251	57,800	66.0%
500030 · Equipment Maintenance	128	490	1,041	840	4,000	26.0%
500035 · Group Health Insurance	4,155	4,718	39,781	41,015	80,674	49.3%
500036 · General Insurance	1,023	1,023	8,185	7,184	18,000	45.5%
500040 · Membership and Subscriptions		331	2,144	2,135	7,500	28.6%
500050 · Miscellaneous	421	79	1,872	2,279	2,500	74.9%
500070 · Office Supplies	518	162	2,560	2,238	5,000	51.2%
500080 · Postage	7		409	269	500	81.9%
500085 · Rent	2,849	2,849	22,789	22,789	34,184	66.7%
500086 · Retirement	1,707	1,672	16,764	18,347	35,333	47.4%
500090 · Telephone	426	426	5,003	4,113	7,500	66.7%
500100 · Conference Travel	63		2,427	755	10,000	24.3%
500110 · Utilities	380	380	3,017	3,743	6,000	50.3%
500111 · Travel	134	50	904	1,210	2,500	36.2%
500115 · Conference Registration			2,222	720	11,500	19.3%
500120 · Professional Services	400		22,120	31,195	45,000	49.2%
500130 · Space Costs	828	909	7,527	8,924	13,000	57.9%
510000 · Depreciation Expense	139	139	1,111	2,944	5,000	22.2%
520000 · Salaries	34,501	31,915	286,339	320,857	578,419	49.5%
520600 · Payroll Taxes	3,870	3,863	25,289	25,687	45,514	55.6%
Total Expense	\$ 61,814	\$ 68,028	\$ 583,236	\$ 643,086	\$ 1,316,924	44.3%
Net Income	\$ 429	\$ 6,904	\$ 36,576	\$ 40,101	\$ 84,840	43.1%

TRI-COUNTY REGIONAL PLANNING COMMISSION
STATEMENTS OF CASH FLOW
FEBRUARY 2017

OPERATING ACTIVITIES	FEB 2017	YTD
Net Income	\$ 429	\$ 36,576
Adjustments to reconcile Net Income to net cash provided by operations:		
Depreciation	139	1,111
Effects of changes in operating assets and liabilities:		
100020 · Accounts Receivable	7,686	84,989
100050 · Prepaid Expenses	(631)	10,599
200010 · Accounts Payable	4,766	(28,583)
200015 · Accrued Expenses	250	(19)
200021 · Accrued Payroll	333	(4,348)
200055 · Vacation/Personal Time	2,407	(7,209)
200056 · Unvested Retirement Account	(1,192)	3,038
200060 · Employee Deductions	1,520	2,241
200071 · Deferred Revenue - PPUATS	(10,178)	66,740
200103 · Deferred Revenue - Woodford Co.	8,400	1,733
200104 · Deferred Revenue - Regional Server	(750)	3,000
200105 · Deferred Revenue - MPO Special Project		
Net cash provided by Operating Activities	13,179	169,867
INVESTING ACTIVITIES		
100042 · Computer Equipment	-	
100046 · Leasehold Improvements	-	
Net cash provided by Investing Activities	-	-
FINANCING ACTIVITIES		
350000 · Capital Contribution	-	
Net cash provided by Financing Activities	-	-
Net cash increase/(decrease) for period	13,179	169,867
Cash at beginning of period	638,227	481,539
Cash at end of period	\$ 651,406	\$ 651,406

Check Register - General Fund
Tri-County Regional Planning Commission
FEBRUARY 2017

DATE	CHECK #	VENDOR NAME	MEMO	AMOUNT
02/02/2017	14131	A5.com, Inc.	Computer Support	-10.00
02/02/2017	14132	Andrew Hendon'	January expenses	-25.30
02/02/2017	14133	City of Peoria - Rent	February rent	-2,848.67
02/02/2017	14134	Eric Miller'	January expenses	-589.32
02/02/2017	14135	ESRI	Computer Support	-900.00
02/02/2017	14136	FACET, Inc.	Software Support	-385.00
02/02/2017	14137	Heartland Parking	Monthly Parking	-706.00
02/02/2017	14138	Ray Lees	January expenses	-24.73
02/02/2017	14139	Ryan Harms'	January expenses	-231.00
02/02/2017	14140	The Cleaning Source	Cleaning Services	-165.00
02/02/2017	14141	Verizon Wireless	Cell Phones	-203.44
02/03/2017	ACH	Staff	Payroll 2/3/17	-414.23
02/03/2017	ACH	Staff	Payroll 2/3/17	-1,428.20
02/03/2017	ACH	Staff	Payroll 2/3/17	-2,777.66
02/03/2017	ACH	Staff	Payroll 2/3/17	-1,342.31
02/03/2017	ACH	Staff	Payroll 2/3/17	-1,344.36
02/03/2017	ACH	Staff	Payroll 2/3/17	-3,095.68
02/03/2017	ACH	Staff	Payroll 2/3/17	-1,312.01
02/03/2017	ACH	IL Dept of Revenue	Payroll taxes	-574.41
02/03/2017	ACH	United States Treasury	Payroll taxes	-4,409.60
02/03/2017	ACH	Nationwide Retirement Solutions	Retirement Feb 3 payroll	-605.67
02/13/2017	14142	A5.com, Inc.	Annual Google Apps	-800.00
02/13/2017	14143	Donna's Downtown Deli Co.	HSTP Meeting Expense	-166.25
02/13/2017	14144	Hinckley Springs	Water	-66.37
02/13/2017	14145	Martin, Hood, Friese & Associates	Accounting Services	-400.00
02/13/2017	14146	PTC Select	HP T1300 Plotter Printer	-6,779.00
02/13/2017	14147	Quill Corporation	Office Supplies	-90.06
02/16/2017	ACH	Nationwide Retirement Solutions	Employee vesting increase	-2,133.09
02/17/2017	ACH	Staff	Payroll 2/17/17	-1,327.57
02/17/2017	ACH	Staff	Payroll 2/17/17	-608.87
02/17/2017	ACH	Staff	Payroll 2/17/17	-1,342.32
02/17/2017	ACH	Staff	Payroll 2/17/17	-2,372.65
02/17/2017	ACH	Staff	Payroll 2/17/17	-1,344.36
02/17/2017	ACH	Staff	Payroll 2/17/17	-3,095.67
02/17/2017	ACH	Staff	Payroll 2/17/17	-1,312.02
02/17/2017	ACH	IL Dept of Revenue	Payroll taxes	-557.25
02/17/2017	ACH	United States Treasury	Payroll taxes	-4,249.18
02/17/2017	ACH	Nationwide Retirement Solutions	Retirement Feb 17 payroll	-691.73
02/22/2017	14148	Comcast	Internet and Phone Service	-352.07
02/22/2017	14149	Delta Dental	March dental insurance	-212.09
02/22/2017	14150	Everbank Commercial Finance, Inc.	Copier	-393.90
02/22/2017	14151	Guardian	March Vision Insurance	-243.95
02/22/2017	14152	United Healthcare	March Health Insurance	-3,160.08
02/23/2017	ACH	Tri-County Regional Planning Commission	Unvested Retirement Funding February	-941.41
02/27/2017	14153	Donna's Downtown Deli Co.	MPO Director meeting expense	-175.00
02/28/2017	ACH	South Side Bank	Service Charge	-79.39

-56,286.87



TRI-COUNTY REGIONAL PLANNING COMMISSION

EST. 1958

Memo

TO: Commissioners
FROM: Eric W. Miller, Executive Director
SUBJECT: Commission Auditor for FY17
Date: March 21, 2017

Background:

The Commission is required to have an annual audit performed by professional accounting firm. The Commission has an option to retain the current firm or issue a Request for Qualifications (RFQ) for firms to submit. In 2014, the Commission issued a request for qualifications and selected Martin, Hood, and Friese (MHF) of Champaign, IL as the Commission Auditor. The primary reason for selecting MHF was their experience with public agencies that work with federal grants.

MHF has performed the past two Commission audits efficiently and effectively. They have become familiar with the Commission financial operations and have made several suggestions that the Commission has implemented.

I recommend the Commission to retain Martin, Hood, and Friese as the Commission auditor for FY2017. If the Commission concurs, I will negotiate a contract with MHF and seek authorization from the Commission in May.

Action:

Recommend to retain Martin, Hood, and Friese and have the Executive Director negotiate a Contract for Commission authorization.



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~~ 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 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 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.

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.

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 20th day of March 2016

Adopted this 20th day of March 2016

Stephen Van Winkle, Chairman
Tri-County Regional Planning Commission

ATTEST:

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