

**Ways and Means Committee Meeting
Tom Karr, CHAIRMAN
(Proehl, Drury)**

**Thursday, July 28, 2016
4:30 PM**

AGENDA

1. Call to Order
2. Roll Call
3. Public Input
4. Approval of Minutes of June 23, 2016 Meeting
5. Recommend to Commission the approval of June 2016 Financial Reports and Billings (Resolution 17-01)
6. Recommend to Commission the approval of Executive Director to enter into contract with RK Dixon for leasing copier (Resolution 17-05)
7. Other
8. Adjournment

**Ways and Means Committee Meeting
Steve Van Winkle, CHAIRMAN
(Hillegonds, Delaney)**

**Thursday, June 23, 2016
4:30 PM**

1. Call to Order
Chairman Van Winkle called the meeting to order at 4:30 p.m.
2. Roll Call
Present: Van Winkle, and Delaney. Excused: Hillegonds. Also present; Tom Karr, Eric Miller and Cindy Fletcher.
3. Public Input-none
4. Approval of Minutes of May 26, 2016 Meeting
Delaney moved to approve the May 26, 2016 minutes and Van Winkle seconded.
Motion carried.
5. Recommend to Commission the approval of May 2016 Financial Reports and Billings (Resolution 16-46)
Delaney moved to approve the May 2016 Financial Reports and Billings and van Winkle seconded. Motion carried.
Fletcher updated the committee on the following:
 - Operating cash is \$453,599 with an income of \$101,350 for May.
 - May revenue was \$111,578 with expenses \$103,385.
 - State of Illinois still owes \$38,000 to TCRPC.
6. Recommend to Commission the approval of new signatories for South Side Bank on behalf of the Commission (Resolution 16-45)
Delaney moved to approve the new signatories and Van Winkle seconded. Motion carried.
Miller explained the process of the changes in signatories.

7. Other

- Miller mentioned that the state does owe us \$38,000.
- Van Winkle asked about the MOU adjustments to the Coop Agreement and the changes that IDOT wants.
- Van Winkle said he has talked to Rainson and as long as IDOT is satisfied with the changes he will be also.
- Delaney spoke of the objectives to be fully staffed and the benefits for TCRPC.
Will the budget support the extra position?
Will we get enough funds to pay?
- Miller said there will be more than enough to pay staff and the next person will not be a burden.

8. Adjournment

Delaney moved to adjourn at 4:55 p.m. and Van Winkle seconded. Motion carried.

Respectively submitted,

Eric Miller

Acting Executive Director

Recorder and Transcriber: Debbie Ulrich

RESOLUTION 17-01

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO APPROVE THE FINANCIAL REPORTS AND BILLINGS FOR JUNE 2016

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 June 2016, 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 June 2016 are approved.

Presented this 28th day of July 2016

Adopted this 28th day of July 2016

Stephen Van Winkle, Chairman
Tri-County Regional Planning Commission

ATTEST:

Eric Miller
Executive Director
Tri-County Regional Planning Commission

TRI-COUNTY REGIONAL PLANNING COMMISSION
COMPARATIVE STATEMENTS OF ASSETS, LIABILITIES, & NET ASSETS
JUNE 30, 2016

ASSETS	JUN 30, 2016	MAY 31, 2016	JUN 30, 2015
Current Assets			
Checking/Savings			
Restricted Cash:			
100012 · Checking - Flexible Benefits	1,700	1,690	3,245
100016 · South Side - Unvested Retirement	8,012	7,384	7,814
100011 · Checking - PPUATS	80,710	93,460	39,433
100018 · Checking - IL MPO Advisory Council	19,238	19,238	19,238
Total Restricted Cash - South Side Bank	<u>109,660</u>	<u>121,772</u>	<u>69,730</u>
Unrestricted Cash:			
100010 · Checking - South Side Bank	371,879	453,599	353,820
Total Checking/Savings South Side Bank	<u>481,539</u>	<u>575,371</u>	<u>423,550</u>
100020 · Accounts Receivable	152,226	129,997	117,075
Other Current Assets			
100025 · Due from Grant Funds			
100050 · Prepaid Expenses	15,043	16,123	5,725
Total Other Current Assets	<u>15,043</u>	<u>16,123</u>	<u>5,725</u>
Total Current Assets	<u>648,809</u>	<u>721,491</u>	<u>546,350</u>
Fixed Assets			
100040 · Office Furniture	54,533	54,533	54,533
100042 · Computer Equipment	71,648	71,648	71,648
100044 · Vehicles	41,567	41,567	41,567
100046 · Leasehold Improvements	7,080	7,080	7,080
Less: Accumulated Depreciation	(170,212)	(169,844)	(165,796)
Total Fixed Assets	<u>4,616</u>	<u>4,984</u>	<u>9,032</u>
TOTAL ASSETS	<u>\$ 653,425</u>	<u>\$ 726,475</u>	<u>\$ 555,381</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
200010 · Accounts Payable	22,637	92,228	8,888
Other Current Liabilities			
200009 · IDOT Payable	103,751	103,751	103,751
200015 · Accrued Expenses	1,500	1,250	
200021 · Accrued Payroll	20,430	20,558	23,972
200055 · Vacation/Personal Time	39,115	36,298	43,111
200056 · Unvested Retirement Account	8,004	7,376	7,809
200060 · Employee Deductions	2,902	3,388	4,764
200071 · Deferred Revenue - PPUATS	51,447	65,607	11,928
200092 · Deferred Revenue - IDNR		10,506	10,506
200095 · Deferred Revenue - IL MPO	19,238	19,238	19,238
200103 · Deferred Revenue - Woodford Co.	6,667	8,000	6,667
200104 · Deferred Revenue - Regional Server		1,250	15,000
200105 · Deferred Revenue - MPO Special Project	13,623		
Total Other Current Liabilities	<u>266,677</u>	<u>277,222</u>	<u>246,746</u>
Total Current Liabilities	<u>289,315</u>	<u>369,451</u>	<u>255,634</u>
Total Liabilities	<u>289,315</u>	<u>369,451</u>	<u>255,634</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	101,038	101,038	181,094
Net Income	64,363	57,276	(80,057)
Total Equity	<u>364,110</u>	<u>357,024</u>	<u>299,748</u>
TOTAL LIABILITIES & EQUITY	<u>\$ 653,425</u>	<u>\$ 726,475</u>	<u>\$ 555,381</u>

TRI-COUNTY REGIONAL PLANNING COMMISSION
COMPARATIVE STATEMENTS OF INCOME AND EXPENSE
JUNE 2016

	Month of JUN 2016	Month of MAY 2016	Current FY YTD	Previous FY YTD	Amended FY16 Budget
Income					
400010 · FHWA PL Fund	43,328	39,037	349,625	470,562	383,865
400011 · FTA Section 8	13,313	11,993	107,382	144,037	117,919
400012 · FTA Section 9				3,799	-
400015 · PPUATS Matching	14,160	12,757	114,252	154,720	125,446
400020 · Regional/Local Funds	4,000	4,000	48,000	48,000	48,000
400022 · Woodford County GIS	8,118	5,542	70,088	59,720	70,000
400136 · Municipal GIS Support Services	195	1,626	1,821	2,298	3,000
400140 · Tazewell Co. Zoning	834	833	10,050	10,051	10,050
400200 · Interest Income	75	79	913	663	1,000
400210 · Other				107,081	-
400240 · Woodford County Planning	188		938		450
400254 · Human Services Trans. Plan	6,427	6,638	56,530	57,362	39,000
400271 · Regional Server Partnership	1,250	5,000	18,750	6,000	12,000
400276 · JARC/New Freedom		17,304	59,478	173,221	59,478
400279 · Homeless Info. Mgt. Systems	1,013	375	26,044	51,232	30,000
400280 · Eastern Bypass				9,370	-
400290 · Tazewell Co. GIS Data Requests			38	870	38
400291 · JARC - carpool	318		3,847	3,714	8,000
400311 · Illinois Energy Now				273	-
400312 · NEA Our Town				1,685	-
400315 · GPSD GIS Staffing	2,572	2,115	11,031	26,541	11,550
400316 · Hurricane IKE				(17,236)	-
400319 · IDOT FY 2014			36,992	95,616	36,992
400320 · Regional Water Supply Plan				17,794	-
400322 · Hazard Mitigation Plan					-
400323 · Peoria Park District	735	180	4,065	6,563	5,000
400324 · Regional Ortho Photo	(18,000)	3,105	81,479	70,890	86,400
400325 · FTA 5310 Admin Fee	347	994	9,989		10,000
400326 · Para-Transit Study					-
400327 · Tri County LEPC Mapping			4,860		4,860
400328 · MPO Special Projects	1,277		1,277		
Total Income	\$ 80,149	\$ 111,578	\$ 1,017,446	\$ 1,504,824	\$ 1,063,048

Expense	Month of JUNE 2016	Month of MAY 2016	Current FY YTD	Previous FY YTD	Amended FY16 Budget
500010 · Advertising and Printing	161	16	1,833	5,975	3,000
500012 · Community Events				612	-
500015 · Contractual Services	952	40,223	165,795	314,178	209,378
500020 · Copier	609	609	6,547	8,527	7,000
500025 · Computer Software and Support	757	1,458	27,816		26,000
500030 · Equipment Maintenance	25	30	1,910	35,717	2,000
500035 · Group Health Insurance	6,087	6,078	65,291	113,883	70,000
500036 · General Insurance	1,088	1,088	11,650	17,404	15,000
500040 · Membership and Subscriptions		400	2,735	8,373	5,000
500050 · Miscellaneous	80	258	3,198	107,234	3,000
500070 · Office Supplies	474	254	3,527	6,685	4,000
500080 · Postage		100	375	229	500
500085 · Rent	2,849	2,849	34,184	40,429	34,184
500086 · Retirement	2,426	2,426	28,051	36,472	29,942
500090 · Telephone	265	529	5,960	9,202	6,500
500100 · Conference Travel			1,904	1,362	2,000
500110 · Utilities	383	383	5,275	3,387	5,653
500111 · Travel	70	169	2,033	4,630	4,000
500115 · Conference Registration	7,500		10,445	9,363	8,500
500120 · Professional Services	567	1,053	33,815	74,329	38,000
500130 · Space Costs	1,039	1,037	13,129	15,181	13,000
500135 · Moving Expense				11,669	-
500140 · Temporary Help				522	-
500210 · Executive Search Expenses				15,884	-
510000 · Depreciation Expense	368	368	4,416	6,584	4,500
520000 · Salaries	44,205	40,919	484,809	683,866	496,000
520600 · Payroll Taxes	3,157	3,141	38,385	53,185	40,135
Total Expense	\$ 73,063	\$ 103,385	\$ 953,084	\$ 1,584,880	\$ 1,027,292
Net Income	\$ 7,086	\$ 8,193	\$ 64,363	\$ (80,057)	\$ 35,756

TRI-COUNTY REGIONAL PLANNING COMMISSION
STATEMENTS OF CASH FLOW
JUNE 2016

OPERATING ACTIVITIES	JUNE 2016	YTD
Net Income	\$ 7,086	\$ 64,363
Adjustments to reconcile Net Income to net cash provided by operations:		
Depreciation	368	4,416
Effects of changes in operating assets and liabilities:		
100020 · Accounts Receivable	(22,229)	(35,152)
100050 · Prepaid Expenses	1,079	(9,318)
200010 · Accounts Payable	(69,591)	13,750
200015 · Accrued Expenses	250	1,500
200021 · Accrued Payroll	(128)	(3,542)
200055 · Vacation/Personal Time	2,817	(3,996)
200056 · Unvested Retirement Account	628	195
200060 · Employee Deductions	(486)	(1,862)
200100 · Deferred Revenue - IDNR	(10,506)	(10,506)
200071 · Deferred Revenue - PPUATS	(14,160)	39,519
200103 · Deferred Revenue - Woodford Co.	(1,333)	
200104 · Deferred Revenue - Regional Server	(1,250)	(15,000)
200105 · Deferred Revenue - MPO Special Project	13,623	13,623
Net cash provided by Operating Activities	(93,832)	57,989
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	(93,832)	57,989
Cash at beginning of period	575,371	423,550
Cash at end of period	\$ 481,539	\$ 481,539

Check Register - General Fund
 Tri-County Regional Planning Commission
 JUNE 2016

DATE	CHECK #	VENDOR NAME	MEMO	AMOUNT
06/01/2016	13873	Andrew Hendon'	May expenses	-44.27
06/01/2016	13874	Comcast	Internet service	-132.85
06/01/2016	13875	FACET, Inc.	Computer support	-425.00
06/01/2016	13876	Greg. Sachau	May expenses	-47.44
06/01/2016	13877	Heartland Parking	Monthly parking	-813.00
06/01/2016	13878	Hinckley Springs	Water	-83.05
06/01/2016	13879	Maggie Martino'	Mayexpenses	-325.32
06/01/2016	13880	Void		
06/01/2016	13881	Quill Corporation	Office supplies	-156.52
06/01/2016	13882	RK Dixon	Copier	-608.59
06/01/2016	13883	Verizon Wireless	Cell phones	-260.53
06/02/2016	13884	Peoria County Finance	JARC & New Freedom grants	-17,304.48
06/03/2016	ACH	Staff	Payroll 6/3/16	-1,400.76
06/03/2016	ACH	Staff	Payroll 6/3/16	-2,240.49
06/03/2016	ACH	Staff	Payroll 6/3/16	-2,412.75
06/03/2016	ACH	Staff	Payroll 6/3/16	-414.82
06/03/2016	ACH	Staff	Payroll 6/3/16	-1,264.33
06/03/2016	ACH	Staff	Payroll 6/3/16	-1,753.26
06/03/2016	ACH	Staff	Payroll 6/3/16	-1,304.53
06/03/2016	ACH	Staff	Payroll 6/3/16	-3,091.67
06/03/2016	ACH	Staff	Payroll 6/3/16	-1,277.93
06/03/2016	ACH	IL Dept of Revenue	Payroll taxes	-730.07
06/03/2016	ACH	United States Treasury	Payroll taxes	-5,684.54
06/03/2016	ACH	Nationwide Retirement Solutions	Retirement 6/3 payroll	-1,349.04
06/06/2016	13885	A5.com, Inc.	Computer support	-31.95
06/06/2016	13886	City of Peoria - Rent	June rent	-2,848.67
06/06/2016	13887	Cloudpoint Geographics	GIS Partnership project	-3,750.00
06/06/2016	13888	Heartland Parking	Parking validations	-59.00
06/06/2016	13889	SurveyMonkey Inc.	Survey software	-228.00
06/06/2016	13890	The Cleaning Source	Cleaning services	-165.00
06/14/2016	13891	AT & T	Telephone	-265.48
06/14/2016	13892	WEX Bank	Gasoline	-24.50
06/20/2016	ACH	Staff	Payroll 6/20/16	-1,264.33
06/20/2016	ACH	Staff	Payroll 6/20/16	-709.20
06/20/2016	ACH	Staff	Payroll 6/20/16	-2,240.48
06/20/2016	ACH	Staff	Payroll 6/20/16	-1,753.26
06/20/2016	ACH	Staff	Payroll 6/20/16	-1,335.26
06/20/2016	ACH	Staff	Payroll 6/20/16	-1,304.53
06/20/2016	ACH	Staff	Payroll 6/20/16	-3,091.67
06/20/2016	ACH	Staff	Payroll 6/20/16	-2,320.39
06/20/2016	ACH	Staff	Payroll 6/20/16	-1,277.93
06/20/2016	ACH	IL Dept of Revenue	Payroll taxes	-736.53
06/20/2016	ACH	United States Treasury	Payroll taxes	-5,726.96
06/20/2016	ACH	Nationwide Retirement Solutions	Retirement 6/20 payroll	-1,349.04
06/23/2016	Transfer	TCRPC Flex Account	EE Flex contribution	-10.00
06/23/2016	Transfer	Tri-County Regional Planning Commission	Unvested Retirement Funding June	-627.98
06/23/2016	13893	APWA Illinois Chapter Conference	Registration	-7,500.00
06/23/2016	13894	Comcast	Internet service	-132.85
06/23/2016	13895	Delta Dental	July dental insurance premium	-345.52
06/23/2016	13896	Guardian	July vision insurance premium	-360.08
06/23/2016	13897	Hinckley Springs	Water	-95.04
06/23/2016	13898	Houseal Lavigne Associates	Contractual services	-8,296.89
06/23/2016	13899	United Healthcare of the River Valley	July health insurance premium	-5,687.16
06/28/2016	ACH	IL Dept of Employment Security	Unemployment insurance	-77.08
06/28/2016	ACH	United States Treasury	Unemployment insurance	-18.29
06/30/2016	13900	Heart of Illinois United Way	APR - JUN 2016	-600.00
06/30/2016	13901	Kucera International	Ortho photography	-51,900.00
06/30/2016	13902-4	Void		
06/30/2016	13905	Woodford County GIS	Heartland Internet payment deposited in error	-60.00
06/30/2016	13906-8	Void		
06/30/2016	13909	Peoria County GIS	Fee reduction - orthophotography	-6,000.00
06/30/2016	13910	Tazewell County GIS	Fee reduction - orthophotography	-6,000.00
06/30/2016	13911	Woodford County GIS	Fee reduction - Orthophotography	-6,000.00
06/30/2016	ACH	South Side Bank	Service Charge	-80.45

-167,398.76

Tri-County Regional Planning Commission
A/R Aging Summary
 As of June 30, 2016

1:33 PM
 07/18/16

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
1000-METRO FUNDS FY14	0.00	0.00	0.00	0.00	37,916.86	37,916.86
205-ciCarpool	318.07	0.00	0.00	0.00	-0.29	317.78
207-HSTP	6,426.66	6,638.29	0.00	4,770.54	0.00	17,835.49
302-Woodford Cty Planning	187.50	0.00	0.00	0.00	0.00	187.50
304.1-Mackinaw Contract	0.00	0.00	0.00	0.00	-512.50	-512.50
304.4 Village of Tremont	195.00	1,626.35	0.00	0.00	0.00	1,821.35
500-GREATER PEORIA SANITARY DISTRICT	2,572.08	0.00	0.00	0.00	0.00	2,572.08
5310 Administration	347.90	1.25	-0.73	0.00	-0.52	347.90
600-WOODFORD COUNTY GIS IMPLEMENTATION	8,118.08	0.00	0.00	7,188.12	-7,188.12	8,118.08
800-HMIS	1,012.50	0.00	0.00	0.00	0.00	1,012.50
CitiLink	0.00	1,250.00	0.00	0.00	0.00	1,250.00
Community Foundation	0.00	0.00	0.00	0.00	0.00	0.00
FTA 8 Fund	13,312.66	0.00	0.00	0.00	0.00	13,312.66
PEORIA COUNTY DUES	2,666.67	0.00	1,333.33	0.00	0.00	4,000.00
Peoria Park District	735.00	0.00	0.00	0.00	0.00	735.00
PL Funds	43,328.29	0.00	0.00	0.00	0.00	43,328.29
TAZ CO PLANNING CONTRACT	834.00	833.00	0.00	833.00	0.00	2,500.00
TAZEWLL COUNTY DUES	2,666.67	-1,333.34	0.00	0.00	0.00	1,333.33
Village of Peoria Heights	0.00	14,900.00	0.00	0.00	0.00	14,900.00
Woodford County	0.00	1,250.00	0.00	0.00	0.00	1,250.00
Woodford County Digital Ortho Photo	0.00	0.00	0.00	0.00	0.00	0.00
WOODFORD COUNTY DUES	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	82,721.08	25,165.55	1,332.60	12,791.66	30,215.43	152,226.32

RESOLUTION 17-05

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO ENTER INTO CONTRACT TO LEASE COPIER FROM R.K. DIXON FOR 5 YEAR CONTRACT.

WHEREAS, the Tri-County Regional Planning Commission, hereafter referred to as the Commission, offers a wide range of services to its members which requires the use of an up-to-date copier, and

WHEREAS, the Executive Director evaluate the copier's current contract and the wear and tear on the copier and the price of copies for both black and white and color have increased, and,

WHEREAS, the staff of Tri County Regional Planning Commission requested bids and received four (4), and

WHEREAS, from the four bids received the most in savings to Tri County Regional Planning Commission would be from R.K. Dixon,

WHEREAS, the monthly lease is \$ 372.64 a savings of \$228.43, and

THEREFORE BE RESOLVED BY THE COMMISSION AS FOLLOWS:

That the Commission authorizes the Executive Director to enter into contract with R.K. Dixon.

Presented this 28th day of July 2016

Adopted this 28th day of July 2016

Stephen Van Winkle, Chairman
Tri-County Regional Planning Commission

ATTEST:

Eric Miller, Executive Director
Tri-County Regional Planning Commission