

EXECUTIVE BOARD MEETING
STEVE VAN WINKLE, CHAIRMAN – EXECUTIVE BOARD
(Crawford, Delaney, Drury, Glazier, Hill, Phelan, Proehl, Sundell)
Monday, July 17, 2017
5:30 p.m.
AGENDA

1. Call to Order
2. Roll Call
3. Public Input
4. Approval of Minutes June 19, 2017 and Executive Board for Full Commission June 22, 2017
5. Executive Director Report
6. Discussion of continuing Line of Credit with South Side Bank
7. Discussion of attendance for Full Commission meeting
8. Review of July 27, 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, Hill, Phelan, Proehl, Sundell)

Monday, June 19, 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, Glazier, Hill, Phelan, Proehl, and Sundell. Staff: Miller

3. Public Input-none

4. Approval of Minutes May 15, 2017

Delaney moved to approve the May 15, 2017 minutes and Sundell seconded. Motion carried.

5. Executive Director Report

Miller reported on the following:

- Met with Greater Peoria Airport Director, Farnsworth Group, Crawford Murphy and Tilley to discuss ways we can possibly help them with planning or GIS. I also did a presentation to Snyder Village in Metamora to explain what we do.
- Is working with IDOT on the FY18 Indirect Cost Rate
- Are beginning to plan Open Houses for Peoria Lakes Comprehensive Conservation Plan.
- Met with key stockholders and began development of RFQ for Consultant
- Staff reviewing applications and following the process of STU applications
- Reviewing applications of FY18 Special Planning Funds

Crawford asked if we have applied the new evaluation process and Miller said yes. It's going very well.

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)

Proehl moved to approve entering Intergovernmental Agreement between the State of Illinois, Illinois Emergency Management Agency and Tri County Regional Planning Commission (Resolution 17-46) and Glazier seconded.

- Miller explained the Hazard Mitigation Plan and is asking the committee to authorize him to enter into contract with the Illinois Emergency Management Agency 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.
- Glazier asked how this differs from each County having their own?
- Miller explained that this allows the community to apply for natural hazard and that not having one does not say they cannot get funding in case of storm.
- Delaney commented that Woodford County is storm ready county.
- Miller replied these are not related.
- Proehl mentioned that Peoria County is not included and Miller said they one of their own. Motion carried.

7. Motion to approve entering into a service agreement with Cloudpoint Geographic (Resolution 17-48)
Sundell moved to approve entering into a service agreement with Cloudpoint Geographic and Glazier seconded.

- Miller reported said there is work to be done by the end of year.
- Crawford asked why are we approving this in Executive Board and not Full Commission? Comments were made that we are having trouble making quorum at Full Commission.
- Phelan said we need to contact Chairs of Board to talk to their appointments to Commission about the need to attend Full Commission meetings.

Motion carried.

8. Discussion and Recommendation to Full Commission of Salary Ranges (Resolution 17-49)
Sundell moved to recommend to Full Commission the Salary Ranges and Phelan seconded.

- Miller explained the salary ranges are modified to 2.5% until the results of the results of the salary range study and all salaries are within the ranges.
- Crawford asked how are we within the ranges.
- Miller commented we check frequently.
- Crawford said we need to make sure we are in sync with all counties and peers organizations.
- Miller said we have funds in budget to have a compensation study done this year.
- Van Winkle mentioned we should hold on Resolution until study is complete.
- Phelan said the 3 counties is not a good comparison. We should be paying more than the counties
- Van Winkle suggested to hold on ranges until study is complete
- Miller said he will issue a RFQ, get results and adjust next year.

Sundell moved to table Resolution 17-49 Salary Ranges until after the study is complete and Phelan seconded. Motion carried.

9. Discussion and Recommendation to Full Commission of Salary Increases (Resolution 17-50)
Sundell moved to recommend to Full Commission of Salary Increases (Resolution 17-50) and Glazier seconded.

- Miller explained the 2.5% increase of salaries. Managers each year review employees to determine whether they have met performance goals for them from previous year. This year the lump sum is \$9,276 to adjust staff salaries. All salary increases will be effective July 1, 2017.
- Crawford said he is in support of this
- Glazier said he also is in support of this even though it is higher than Woodford Counties but is less than last years.
- Delaney discussed the numbers and benefits.
- Hill asked if the employees can opt out of benefits and Miller said we had a 2-tier insurance of higher deductible but no one took the latter due to higher deductibles.

Motion carried.

10. Review of June 22, 2017 Commission Agenda

- It was mentioned to strike 7(a) from the agenda until survey is complete.
- 8(a) can be covered as information

- Van Winkle asked about the MOU and Miller explained the situation of taking #5 off the MOU. PPUATS Policy does not agree to this at all, which state the hiring and firing of Executive director.
- Van Winkle mentioned that PPUATS Policy said if they don't get the change of keeping #5 then maybe we will go elsewhere to do our work.
- Sundell said that if we need another Search Committee we will have some people from PPUATS on the committee.
- Van Winkle said he will discuss this further with Stephen Morris.

11. Executive Session

12. Any action as a result of Executive Session

13. Adjournment

Adjournment was made by Sundell and Glazier.

Respectively submitted by:

Eric W. Miller

Executive Director

Recorded and transcribed by: Debbie Ulrich



TRI-COUNTY REGIONAL PLANNING COMMISSION

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Ways & Means Committee.....4:30 p.m., June 22, 2017
FULL COMMISSION.....5:30p.m., June 22, 2017

MINUTES

Full Commission did not have a quorum so Executive Board members took over meeting.

1. Call to Order, Welcome, Recognition of Audience

Chairman Van Winkle called the meeting to order at 5:30 pm

2. Roll Call

Commissioner	P	A	Commissioner	P	A
Jim Miller IDOT	x		Russ Crawford Tazewell Co.	x	
Stan Glazier Woodford Co.		x	Brett Grimm, Tazewell Co.	excused	
John Delaney, Woodford Co	x		Nancy Proehl, Tazewell Co	excused	
Woodford Co...			Seth Minguo 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.	excused	
Randy Roethler, Woodford Co.		x	Clinton Drury, Peoria Co.	excused	
Sue Sundell Tazewell Co	x		Michael Phelan Peoria Co.	x	
Tim Neuhauser Tazewell Co	excused		Paul Rosenbohm Peoria Co.	excused	
Tazewell Co.			Steve Van Winkle Peoria Co.	x	

Staff present: Eric Miller, Ryan Harms, Ray Lees, Hannah Martin, and Jenny Sloan. Karen Deforsky- IDOT

3. Public Input-none

4. Approval of May 25, 2017 Minutes

Sundell moved to approve minutes and Delaney seconded but other members wanted to table to next month since these are Full Commission minutes.

5. Executive Director report

Miller reported on the following:

- FY18 budget has been approved
- Working with IDOT on indirect cost rate.
- PLBA is planning activities as part of the Grant
- Open House at Ivy Club for PLBA July 13th 2-4 and 6-8
- Crawford mentioned that Darrell Meisinger has resigned from Tazewell Board and is helping Zimmerman with search for replacement. It is a 1-year term.

- Miller has met with key stakeholders, began development of RFQ for Consultant on Hazard Mitigation Plan.

6. Ways and Means Report

- Motion to approve Resolution 17-45 for May Financial Statements and Billings
Delaney moved to approve Resolution 17-45 for May Financial Statements and Billings and Sundell seconded. Hold until next month.

7. Administration

- Motion to approve Resolution 17-50 Salary Increases for Full Time employees
Hold until next month.
Discussion was held on lack of quorum at Full Commission meetings. Sundell asked how long are we going to hold on issues items that need addressed. Van Winkle brought up there has been 3 to 4 meetings that did not have a quorum. Hill mentioned that if you are a board member and are selected to be on the Commission and if you are unable to attend then you should step down. This should be mentioned to the County Board Chairman's.

8. Planning Issues-nothing to discuss

9. Transportation

PUBLIC HEARING & Presentation for FY18 Transportation Improvement Program

Harms presented the FY18 Transportation Improvement Program

10. GIS

- Motion to approve Resolution 17-51 purchase of GPS equipment
Miller said that Executive Board agreed to take action on the purchase of equipment for a new GPS Server.
Crawford moved to approve Resolution 17-51 purchase of GPS equipment and Sundell seconded. Motion carried.
Gorman asked how to handle out of date equipment and Miller said it will be put on City of Peoria auction.

11. Executive Session

12. Any action coming out of Executive Session

13. Other

- Van Winkle talked about the MOU and is conversing with Chairman Morris for PPUATS Policy committee.
- Gorman recommends a letter to County Board Chairman on the attendance issue the Commission is having.
- Phelan mentioned we need to get the Commission engaged to attend.
- Jording said we need to get persons that want to attend.

Discussion was held if it is legal to let Executive Board run meeting since it was not posted as such. According to Full Commission By laws it states that "The Executive Board may perform the functions and duties in the name of the Commission upon the call of the Chairman or in his absence. It is the intent of these rules that the Executive Board may legally perform the full duties of the Commission at a meeting called for the Commission or called only for the Executive Board."

14. Adjournment

June 2017 MEETING SCHEDULE

PPUATS Policy Committee	Wednesday, Moved to July 19- Joint Mtg with Technical	
Executive Board	Monday, July 17	5:30 p.m.
PPUATS Technical / Policy Committee	Wednesday, July 19	9:00 a.m.
Ways & Means	Thursday, July 27	4:30 p.m.
FULL COMMISSION	Thursday, July 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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To: Members of the Commission
From Eric W. Miller, Executive Director
Date: July 14, 2017
Subject: Executive Director Report for June, 2017

Project	Activity	Status
Administrative		
Staffing	nothing to report	Ongoing
FY17 Budget	IDOT has extended the FY17 Agreement	Ongoing
FY 18 Budget	FY 18 Budget Adopted	Completed
Outreach Activities	Met with City of ElPaso, Scheduled meeting with Village of Marquette Heights	In Progress
Financial Report	Month of June was positive actual numbers were not available at this time	Ongoing
Indirect Cost Rate(ICR)	Received approval from State if Illinois GOMB for FY17	Completed
Website	Launch pending review and insert of copy material	In Progress
Planning issues		
PLBA	Continued Planning Activities as part of USACE agreement Participated in WTVP TV show, At issue with H.Wayne Wilson Prepared for Open House event Held Open House Event Met with stakeholders to discuss project	In Progress
Regional Hazard Mitigation Plan	Met with key Stakeholders,Issued RFQ for Consultant, reviewing qualifications	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	Received GPS unit	Ongoing
PPUATS/ Transportation		
Memorandum of Understanding	Discussion with Chairmen regarding MOU	In Progress
Transportation Infrastructure Funding	meeting pending with Area Legislators	In Progress
Transportation Improvement Program	Finalized TIP document pending approval from PPUATS Policy	Ongoing
Eastern Bypass Coalition	Requested status meeting with IDOT Dist. 4	In Progress
Special Transportation Studies		
FY17		
East Peoria Four Corners	Study Complete	In Progress
Tazewell County Wayfinding	Study Complete	In Progress
Port Study	Study Complete, Reviewing results with stakeholders	In Progress
FY 16 State Planning Funds	Consultant is finished with TDM project	Completed
FY17 State Planning Funds	Have Submitted Final Scope of Work to IDOT	In Progress
	Regional Pavement Condition Ratings Survey	In Progress
	Peoria Heights Commercial Studies	In Progress
	Complete Streets Seminar	In Progress
	Computer 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