

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

Thursday, July 26, 2018

4:30 PM

AGENDA

1. Call to Order
2. Roll Call
3. Public Input
4. Approval of Minutes of April 26, 2018
5. Recommendation to Commission the approval of June Financial Reports and Billings (Resolution 19-01)
6. Recommendation to Commission the approval of signatories on behalf of Commission (Resolution 19-02)
7. Recommendation to Commission the approval of promissory note with Busey Bank to extend a line of credit in the amount of \$100,000 (Resolution 19-04)
8. Other
9. Adjournment

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

**Thursday, April 26, 2018
4:30 PM**

MINUTES

1. Call to Order
Drury called the meeting to order at 4:30 pm
2. Roll Call
Present: Drury and Proehl. Staff: Miller, Lees, and Stratton
3. Public Input
None
4. Approval of Minutes of October 26 , 2017
Proehl moved to approve the minutes of October 26, 2017 as corrected and Drury seconded. Motion carried.
5. Recommendation to Commission the approval of March Financial Reports and Billings (Resolution 18-37)
Drury moved to approve Resolution 18-37 March Financial Reports and billings and Proehl seconded. Motion carried.
Stratton reported on the following:
 - Operating cash is 450,479, accounts receivables is \$236,63, and accounts payables is \$84,757.
 - Total revenue is \$138,036 and total expenses are \$125,666 which leaves March at a positive \$12,371.Miller commented the consulting contracts were late in billing process.
Fiscal YTD we are positive \$57,877 which is slightly better than same time last year.
6. Recommendation to Commission the approval of contract with Martin, Hood and Associates to complete Financial and Compliance Audit for Fiscal Year 2018 (Resolution 18-38)
Proehl moved to approve Resolution 18-38 contract with Martin, Hood and Associates. To complete Financial and Compliance Audit for FY 2018 and Drury seconded. Motion carried.
Miller explained the process to keep an auditor for 5 years and to go out for proposal next year.

7. Other

- Miller updated that the preliminary budget is the same as last year. We are adding a GIS person.
- Proehl asked how the credit card process is going and Miller said good.

8. Adjournment

Proehl moved to adjourn at 4:45 pm and Drury seconded. Motion carried.

Submitted by:

Eric W. Miller

Executive Director

Recorded and subscribed by: Debbie Ulrich

DRAFT

RESOLUTION 19-01

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO APPROVE THE FINANCIAL REPORTS AND BILLINGS FOR JUNE 2018

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 2018, 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 2018 are approved.

Presented this 26th day of July 2018

Adopted this 26th day of July 2018

Timothy Neuhauser, 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, LIABILITES, & NET ASSETS
JUNE 2018

ASSETS	JUN 30, 2018	MAY 31, 2018	JUN 30, 2017
Current Assets			
Checking/Savings			
Restricted Cash:			
100012 · Checking - Flexible Benefits	1,620	1,620	1,620
100016 · Busey Bank - Unvested Retirement	29,080	26,121	15,411
100011 · Checking - PPUATS	72,761	92,229	93,848
100018 · Checking - IL MPO Advisory Council	19,238	19,238	19,238
Total Restricted Cash - Busey Bank	122,699	139,208	130,117
Unrestricted Cash:			
100010 · Checking - Busey Bank	554,112	539,677	429,750
Total Checking/Savings Busey Bank	676,811	678,885	559,867
100020 · Accounts Receivable	325,645	188,162	137,902
Other Current Assets			
100050 · Prepaid Expenses	20,841	16,323	16,965
Total Other Current Assets	20,841	16,323	16,965
Total Current Assets	1,023,296	883,370	714,734
Fixed Assets			
100040 · Office Furniture	54,533	54,533	54,533
100042 · Computer Equipment	83,771	83,413	83,413
100044 · Vehicles	41,567	41,567	41,567
100046 · Leasehold Improvements	7,080	7,080	7,080
Less: Accumulated Depreciation	(178,807)	(178,335)	(173,143)
Total Fixed Assets	8,144	8,258	13,450
TOTAL ASSETS	\$ 1,031,440	\$ 891,628	\$ 728,184
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
200010 · Accounts Payable	192,687	52,568	33,936
Other Current Liabilities			
200009 · IDOT Payable			-
200015 · Accrued Expenses	1,326	1,136	2,481
200021 · Accrued Payroll	21,598	20,521	21,667
200055 · Vacation/Personal Time	44,806	41,622	31,623
200056 · Unvested Retirement Account	29,059	27,107	15,397
200060 · Employer Liabilities	2,935	3,672	2,726
200071 · Deferred Revenue - PPUATS	59,572	79,051	57,978
200078 · Deferred Revenue - Tazewell County	-	-	-
200092 · Deferred Revenue - IDNR			-
200095 · Deferred Revenue - IL MPO	19,238	19,238	19,238
200103 · Deferred Revenue - Woodford Co.	4,667	5,600	4,667
200104 · Deferred Revenue - Regional Server	-	750	-
200107 · Deferred Revenue - Village of Washburn	1,050	1,500	-
Total Other Current Liabilities	184,251	200,197	155,778
Total Current Liabilities	376,938	252,766	189,713
Total Liabilities	376,938	252,766	189,713
Equity			
310000 · General Fixed Asset Equity	13,450	13,450	13,450
350000 · Capital Contribution	193,000	193,000	193,000
390000 · Retained Earnings	332,021	332,021	261,119
Net Income	116,031	100,391	70,902
Total Equity	654,503	638,862	538,471
TOTAL LIABILITIES & EQUITY	\$ 1,031,440	\$ 891,628	\$ 728,184

TRI-COUNTY REGIONAL PLANNING COMMISSION
COMPARATIVE STATEMENTS OF INCOME AND EXPENSE
JUNE 2018

	<u>Month of JUN 2018</u>	<u>Month of MAY 2018</u>	<u>Current FY YTD</u>	<u>Previous FY YTD</u>	<u>Annual FY18 Budget</u>	<u>% Annual FY18 Budget</u>
Income						
400010 · FHWA PL Fund	97,838	61,455	602,496	461,230	643,330	93.7%
400011 · FTA Section 8	26,297	16,336	160,752	127,357	171,189	93.9%
400015 · PPUATS Matching	31,034	19,448	190,812	147,155	203,630	93.7%
400016 · IDOT Rural Planning	1,069	1,134	10,183	-	32,000	31.8%
400020 · Regional/Local Funds	3,437	3,438	41,250	44,063	41,250	100.0%
400022 · Woodford County GIS	3,338	3,985	49,422	38,323	45,000	109.8%
400136 · Municipal GIS Support Services	975	-	3,398	3,848	-	0.0%
400140 · Tazewell Co. Zoning	754	754	9,929	9,442	9,000	110.3%
400188 · City of El Paso GIS	-	-	-	-	5,000	0.0%
400200 · Interest Income	86	88	1,099	1,036	500	219.9%
400210 · Other	-	-	3,707	-	-	0.0%
400240 · Woodford County Planning	-	-	-	-	500	0.0%
400254 · Human Services Trans Plan	5,465	2,570	41,429	59,163	62,000	66.8%
400271 · Regional Server Partnership	750	750	9,000	12,750	10,000	90.0%
400276 · JARC/New Freedom	-	-	77,290	37,826	86,979	88.9%
400279 · Homeless Info. Mgt. Systems	-	-	-	6,638	-	0.0%
400291 · JARC - cicarpool	-	-	-	-	5,000	0.0%
400315 · GPSD GIS Staffing	2,100	700	20,954	24,946	25,000	83.8%
400322 · Hazard Mitigation Plan	15,949	-	27,951	-	48,713	57.4%
400323 · Peoria Park District	-	-	563	4,253	-	0.0%
400325 · FTA 5310 Admin Fee	-	-	-	-	10,000	0.0%
400326 · Para-Transit Study	-	-	-	-	12,000	0.0%
400328 · MPO Special Projects	-	-	-	13,623	-	0.0%
400329 · IDOT Dist 4	-	-	31,565	-	-	0.0%
400321 · IDOT FY16	-	-	-	41,619	-	0.0%
400330 · IDOT State Planning FY17	56,918	-	56,918	-	157,000	36.3%
400320 · Regional Water Supply Plan	7,188	1,194	24,120	-	20,000	120.6%
Total Income	\$ 253,197	\$ 111,851	\$ 1,362,836	\$ 1,033,270	\$ 1,588,091	85.8%
Expense						
500010 · Advertising and Printing	-	-	867	2,451	3,000	28.9%
500012 · Community Events	-	-	-	-	500	0.0%
500015 · Contractual Services	163,868	22,964	383,135	234,163	569,925	67.2%
500020 · Copier	396	411	5,181	5,001	10,000	51.8%
500025 · Computer Software and Support	1,497	147	37,938	32,660	64,408	58.9%
500030 · Equipment Maintenance	825	135	7,246	1,323	4,000	181.2%
500035 · Group Health Insurance	6,193	5,796	73,564	62,507	84,000	87.6%
500036 · General Insurance	796	633	11,048	12,229	18,000	61.4%
500038 · Workers Compensation	233	195	-	-	-	0.0%
500040 · Membership and Subscriptions	-	263	2,702	2,817	7,500	36.0%
500050 · Miscellaneous	275	2,290	4,177	2,604	2,500	167.1%
500070 · Office Supplies	404	565	4,349	4,029	4,000	108.7%
500080 · Postage	5	99	300	679	500	59.9%
500085 · Rent	2,849	2,849	34,184	34,184	34,184	100.0%
500086 · Retirement	2,998	2,087	26,017	24,440	27,000	96.4%
500090 · Telephone	437	437	5,295	6,033	7,500	70.6%
500100 · Conference Travel	-	-	5,388	2,616	5,000	107.8%
500110 · Utilities	319	319	2,960	4,537	7,000	42.3%
500111 · Travel	280	272	2,382	1,378	5,000	47.6%
500115 · Conference Registration	-	-	9,952	9,722	11,500	86.5%
500120 · Professional Services	4,666	7,745	33,573	23,272	55,000	61.0%
500130 · Space Costs	1,155	991	13,680	11,845	13,000	105.2%
510000 · Depreciation Expense	472	472	5,664	3,911	5,000	113.3%
520000 · Salaries	46,413	41,560	528,596	440,667	511,759	103.3%
520600 · Payroll Taxes	3,479	3,267	48,609	39,298	40,300	120.6%
Total Expense	\$ 237,557	\$ 93,497	\$ 1,246,805	\$ 962,368	\$ 1,490,576	83.6%
Net Income	\$ 15,640	\$ 18,354	\$ 116,031	\$ 70,902	\$ 97,515	

TRI-COUNTY REGIONAL PLANNING COMMISSION
STATEMENTS OF CASH FLOW
JUNE 2018

OPERATING ACTIVITIES	<u>JUN 18</u>	<u>YTD</u>
Net Income	\$ 15,640	\$ 116,031
Adjustments to reconcile Net Income to net cash provided by operations:		
Depreciation	472	5,664
Effects of changes in operating assets and liabilities:		
100020 · Accounts Receivable	(137,482)	(187,743)
100050 · Prepaid Expenses	(4,518)	(3,875)
200010 · Accounts Payable	140,119	158,751
200015 · Accrued Expenses	189	(1,155)
200021 · Accrued Payroll	1,077	(69)
200055 · Vacation/Personal Time	3,184	13,183
200060 · Employer Liabilities	1,215	13,870
200071 · Deferred Revenue - PPUATS	(19,478)	1,594
200078 · Deferred Revenue - Tazewell Co.	-	-
200103 · Deferred Revenue - Woodford Co.	(933)	0
200104 · Deferred Revenue - Regional Server	(750)	-
200107 · Deferred Revenue - Village of Washburn	(450)	1,050
Net cash provided by Operating Activities	<u>\$ (1,716)</u>	<u>\$ 117,302</u>
INVESTING ACTIVITIES		
100042 · Computer Equipment	(358)	(358)
100046 · Leasehold Improvements	-	-
Net cash provided by Investing Activities	<u>(358)</u>	<u>(358)</u>
FINANCING ACTIVITIES		
350000 · Capital Contribution	-	-
Net cash provided by Financing Activities	<u>-</u>	<u>-</u>
Net cash increase/(decrease) for period	(2,075)	116,943
Cash at beginning of period	<u>678,885</u>	<u>559,867</u>
Cash at end of period	<u>\$ 676,811</u>	<u>\$ 676,811</u>

Check Register - General Fund
Tri-County Regional Planning Commission
JUNE 2018

DATE	CHECK #	VENDOR NAME	MEMO	AMOUNT
06/05/2018	ACH	Staff	Payroll 5/16/18 - 5/31/18	1,144.04
06/05/2018	ACH	Staff	Payroll 5/16/18 - 5/31/18	1,377.08
06/05/2018	ACH	Staff	Payroll 5/16/18 - 5/31/18	1,505.12
06/05/2018	ACH	Staff	Payroll 5/16/18 - 5/31/18	1,477.00
06/05/2018	ACH	Staff	Payroll 5/16/18 - 5/31/18	2,894.35
06/05/2018	ACH	Staff	Payroll 5/16/18 - 5/31/18	1,466.73
06/05/2018	ACH	Staff	Payroll 5/16/18 - 5/31/18	3,114.65
06/05/2018	ACH	Staff	Payroll 5/16/18 - 5/31/18	1,416.35
06/05/2018	ACH	Staff	Payroll 5/16/18 - 5/31/18	606.97
06/05/2018	ACH	Staff	Payroll 5/16/18 - 5/31/18	292.46
06/05/2018	ACH	IL Dept of Revenue	Payroll taxes	1,030.81
06/05/2018	ACH	United States Treasury	Payroll taxes	5,257.12
06/05/2018	ACH	CEFCU	Health Savings Account	50.00
06/05/2018	14665	Staff	May travel expenses	10.03
06/05/2018	14666	Staff	May travel expenses	74.67
06/05/2018	14667	Staff	May travel expenses	87.80
06/05/2018	14668	Staff	May travel expenses	76.30
06/05/2018	14669	Staff	May Reimbursements	40.81
06/05/2018	ACH	Transfer	Unvested retirement through 5/31/18	1,006.16
06/05/2018	ACH	Nationwide Retirement Solutions	June 5th payroll	954.44
06/12/2018	14670	Staff	Busey Bank LOC Documents	4.80
06/12/2018	14671	A5.com, Inc.	Web hosting	19.95
06/12/2018	14672	Amazon	Computer & Software Support	224.70
06/12/2018	14673	Busey Bank Credit Card	May charges	533.81
06/12/2018	14674	City of Peoria - Rent & Utilities	June rent	2,848.67
06/12/2018	14675	Corbin Design	Contract Services	15,963.75
06/12/2018	14676	Donna's Downtown Deli Co.	HSTP meeting	189.00
06/12/2018	14677	FACET, Inc.	Computer & Software Support	280.00
06/12/2018	14678	Hanson Professional Services Inc.	Contractual Services	7,000.00
06/12/2018	14679	Heartland Parking Inc. 243651/240830	May parking validations	69.00
06/12/2018	14680	Neopost USA Inc	Postage	99.00
06/12/2018	14681	Quill Corporation	Office supplies	47.98
06/12/2018	14682	The Cleaning Source	Office cleaning	165.00
06/12/2018	14683	Walz Label and Mailing System	Postage supplies	167.99
06/12/2018	14684	WEX Bank	Fuel	22.93
06/20/2018	ACH	Staff	Payroll 6/1/18 - 6/15/18	1,054.62
06/20/2018	ACH	Staff	Payroll 6/1/18 - 6/15/18	1,068.65
06/20/2018	ACH	Staff	Payroll 6/1/18 - 6/15/18	1,301.68
06/20/2018	ACH	Staff	Payroll 6/1/18 - 6/15/18	1,468.42
06/20/2018	ACH	Staff	Payroll 6/1/18 - 6/15/18	1,353.28
06/20/2018	ACH	Staff	Payroll 6/1/18 - 6/15/18	1,933.63
06/20/2018	ACH	Staff	Payroll 6/1/18 - 6/15/18	1,429.01
06/20/2018	ACH	Staff	Payroll 6/1/18 - 6/15/18	3,081.95
06/20/2018	ACH	Staff	Payroll 6/1/18 - 6/15/18	516.14
06/20/2018	ACH	Staff	Payroll 6/1/18 - 6/15/18	1,378.63
06/20/2018	ACH	IL Dept of Revenue	Payroll taxes	983.35
06/20/2018	ACH	United States Treasury	Payroll taxes	4,995.22
06/20/2018	ACH	CEFCU	Health Savings Account	50.00
06/20/2018	ACH	Transfer	June Unvested Retirement	1,951.88
06/20/2018	ACH	Nationwide Retirement Solutions	June 20th payroll	1,142.68
06/21/2018	14685	City of Peoria - Rent & Utilities	July rent	2,848.67
06/21/2018	14686	Delta Dental	July dental insurance	319.30
06/21/2018	14687	TIAA Bank	Copier	388.34
06/21/2018	14688	Hinckley Springs	Office supplies	65.74
06/21/2018	14689	Illinois Association of Regional Councils	Membership dues	2,000.00
06/21/2018	14690	United Healthcare	July health insurance	7,871.85
06/21/2018	14691	Videogenique	Contractual Services	2,700.00
06/29/2018	ACH	IL Dept of Employment Security	Payroll taxes	1,100.80
06/29/2018	14692	Staff	Replacement for stale-dated check	194.95
06/29/2018	14693	Staff	June travel reimbursements	45.24
06/29/2018	14694	Staff	June travel reimbursements	21.26
06/29/2018	14695	Staff	Replacement for stale-dated check	51.47
06/29/2018	14696	A5.com, Inc.	Web hosting	59.95
06/29/2018	14697	Busey Bank Credit Card	June charges	1,832.32
06/29/2018	14698	Comcast	Internet	359.08
06/29/2018	14699	FACET, Inc.	Computer & Software Support	490.00
06/29/2018	14700	Guardian	July vision, STD, life insurance	467.20
06/29/2018	14701	Heartland Parking 243602	July employee parking	825.00
06/29/2018	14702	Heyl Royster Voelker Allen	Legal & Professional fees	1,965.60
06/29/2018	14703	RK Dixon	Copier	7.21
06/29/2018	14704	Verizon Wireless	Jun/Jul telephone	207.50
06/30/2018	ACH	Busey Bank	Service Charge	85.77
			Total Checks	99,135.86

Busey Approved by _____

RECEIVED

ERIC MILLER Date _____

Account Number: XXXX XXXX XXXX 9435

ACCOUNT SUMMARY		PAYMENT INFORMATION									
Credit Limit	\$5,000.00	New Balance	\$1,832.32								
Credit Available	\$3,144.00	Minimum Payment Due	\$92.00								
Statement Closing Date	June 26, 2018	Payment Due Date	July 23, 2018								
Days in Billing Cycle	31	Late Payment Warning: If we do not receive your minimum payment by the date listed above, you may have to pay a \$20.00 late fee.									
Previous Balance	\$533.81	Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take longer to pay off your balance. For example:									
- Payments & Credits	\$542.36	<table border="1"> <tr> <td>If you make no additional charges using this card and each month you pay...</td> <td>You will pay off the balance shown on this statement in about...</td> <td>And you will end up paying an estimated total of...</td> </tr> <tr> <td>Only the minimum payment</td> <td>7 years</td> <td>\$2,509.00</td> </tr> <tr> <td>\$65.00</td> <td>3 years</td> <td>\$2,348.00 (Savings = \$161.00)</td> </tr> </table>	If you make no additional charges using this card and each month you pay...	You will pay off the balance shown on this statement in about...	And you will end up paying an estimated total of...	Only the minimum payment	7 years	\$2,509.00	\$65.00	3 years	\$2,348.00 (Savings = \$161.00)
If you make no additional charges using this card and each month you pay...	You will pay off the balance shown on this statement in about...		And you will end up paying an estimated total of...								
Only the minimum payment	7 years		\$2,509.00								
\$65.00	3 years	\$2,348.00 (Savings = \$161.00)									
+ Purchases & Other Charges	\$1,840.87										
+ Balance Transfer	\$0.00										
+ Cash Advances	\$0.00	If you would like information about credit counseling services, call 1-888-671-2227									
+ FEE CHARGED	\$0.00										
+ INTEREST CHARGED	\$0.00										
= New Balance	\$1,832.32										
Questions? Call Card Services 1-800-248-9600											
Or Write: PO BOX 2360 Omaha, NE 68108											
Or email: customercare@busey.com											

TRANSACTIONS

Tran Date	Post Date	Reference Number	Transaction Description	Amount
05/26	05/27	2469216H22XQB9599	Intuit *PayrollEE usag 800-446-8848 CA	23.38 ✓
06/13	06/14	2469216HL2XF8EBE7	LOGMEIN*GOTOMEETING 855-837-1750 CA	36.00 ✓
06/14	06/14	2443099HMBM56AEG1	DRI*ESRI orderfind.com MN	531.25 ✓
06/15	06/15	7496665HNEHNF3VKQ	PAYMENT-MAIL THANK YOU PEORIA IL	533.81 ✓
06/16	06/17	2443106HP0RSS4PK1	ADOBE *CREATIVE CLOUD 800-833-6687 CA	56.30 ✓
06/19	06/19	7449215HSS1H0MYNZ	PAYPAL *BESTBUY COM 40293577 CREDIT	8.55 ✓
06/19	06/20	2443106HS2DJS6VDM	AMAZON.COM AMZN.COM/BILL AMZN.COM/BILL WA	129.99 ✓
06/19	06/20	2449215HSS1GVZF32	PAYPAL *BESTBUY COM 402-935-7733 MN	103.54 ✓
06/19	06/20	2469216HS2XKXGKGH	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	587.99 ✓

Transactions continued on next page

Busey
Busey
100 W. University Ave
Champaign IL 61820

ERIC MILLER
456 FULTON ST SUITE 401
PEORIA IL 61602

Make Check
Payable to:

BUSEY
PO BOX 660525
DALLAS TX 75266-0525

Payment Information	
Account Number:	XXXX XXXX XXXX 9435
Payment Due Date	July 23, 2018
New Balance	\$1,832.32
Minimum Payment Due	\$92.00
Past Due Amount	\$0.00
Amount Enclosed:	\$ 1832.32

ERIC MILLER

Account Number: XXXX XXXX XXXX 9435

TRANSACTIONS (continued)

Tran Date	Post Date	Reference Number	Transaction Description	Amount
06/19	06/20	2469216HS2XTHMQYA	AMAZON MKTPLCE PMTS AMZN.COM/BILL WA	11.98 ✓
06/21	06/21	2469216HW2XFYDDAM	AMZ*Lenovo_USA 855-253-6686 NC	358.53 ✓
06/20	06/22	2442733HWLM8M40AY	ALDI 68060 EAST PEORIA IL	1.91 ✓
			TOTAL FEES FOR THIS PERIOD	0.00
			INTEREST CHARGED	
06/26	06/26		Interest Charge on Purchases	0.00
06/26	06/26		Interest Charge on Cash Advances	0.00
			TOTAL INTEREST FOR THIS PERIOD	0.00

Totals 2018 Year-to-Date	
Total fees charged in 2018	\$15.00
Total interest charged in 2018	\$0.00

REWARDS SUMMARY

Available Points 14,281

INTEREST CHARGE CALCULATION

Your Annual Percentage Rate (APR) is the annual interest rate on your account

Type of Balance	ANNUAL PERCENTAGE RATE (APR)	Balance Subject to Interest Rate	Days in Billing Cycle	Interest Charge
Purchases	16.90% (f)	\$0.00	31	\$0.00
Cash Advances	16.90% (f)	\$0.00	31	\$0.00

(v) = variable (f) = fixed

IMPORTANT MESSAGES

Access your Legacy South Side Bank Credit Card by visiting busey.com/ssbcards.

Crediting of Payments: Your payments by mail must be sent to the payment address shown on the payment coupon on the front side of this statement. Your payments by mail must comply with the instructions on this statement, and must be made by check or money order drawn on funds on deposit in the U.S. Payments received by 5:00 PM CT at the address shown on the payment coupon on a business day will be credited to your account on the date received. Payments received after 5:00 PM CT or on a non-business day (Saturday/Sunday/Holiday) will be credited to your account on the next business day. Peoria Tri-County branch locations accept credit card payments. If you make a payment before 5:00 PM CT at one of those locations, it will be credited on that day.

Paying Interest: Your due date is at least 25 days after the close of the billing cycle. We will not charge you interest on purchases and balance transfers if you pay your entire balance by the due date each month. We will begin charging interest on cash advances on the day that they are posted to your account.

How We Will Calculate Your Balance: We use a method called "average daily balance (including new transactions)". Call 1-800-248-9600 for additional information.

Annual Renewal Notice: If an annual fee notice appears on this statement your next statement will include an annual fee. You can terminate your account and avoid paying the annual fee by notifying us in writing at Card Services P.O. Box 2360, Omaha, NE 68108 within the next 30 days, returning all cards issued on your account and paying the outstanding balance on your account.

Notice About Electronic Check Conversion: When you pay by check, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution. Call the Customer Service number on this statement if you have questions about electronic check collection or do not want your payments collected electronically.

Account Information Reported to Credit Bureaus: We may report information about your account to credit bureaus. Late payments, missed payments or other defaults on your account may be reflected in your credit report. If you think we have reported inaccurate information to a credit bureau you may write to us at the Billing Inquiries address shown on this statement.

What to Do if You Think You Find a Mistake on Your Statement: If you think there is an error on your statement, write to us at:

Card Services
P.O. Box 2988
Omaha, NE 68103

In your letter, give us the following information:

- Account information: Your name and account number.
- Dollar amount: The dollar amount of the suspected error.
- Description of Problem: Please describe what is wrong and why you believe it is a mistake.

You must contact us within 60 days after the error appeared on your statement.

You must notify us of any potential errors in writing. You may call us, but if you do we are not required to investigate any potential errors and you may have to pay the amount in question.

While we investigate if there has been an error, the following are true:

- We cannot try to collect the amount in question, or report you as delinquent on that amount.
- The charge in question may remain on your statement, and we may continue to charge you interest on that amount, but if we determine we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
- While you do not have to pay the amount in question, you are responsible for the remainder of your balance.
- We can apply any unpaid amount against your credit limit.

Your Rights if You Are Dissatisfied with Your Credit Card Purchases: If you are dissatisfied with the goods or services you have purchased with your credit card, and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase.

To use this right, all the following must be true:

1. The purchase must have been made in your home State or within 100 miles of your current mailing address, and the purchase price must have been more than \$50. (Note: Neither of these are necessary if your purchase was based on an advertisement we mailed to you, or if we own the company that sold you the goods or services.)
2. You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify.
3. You must not yet have fully paid for the purchase.

If all the criteria above are met and you are still dissatisfied with the purchase, contact us in writing at:

Card Services
P.O. Box 2360
Omaha, NE 68108

While we investigate, the same rules apply to the disputed amount as discussed above. After we finish our investigation we will tell you our decision. At that point if we think you owe an amount and you do not pay we may report you as delinquent.

Tri-County Regional Planning Commission
A/P Aging Summary
As of June 30, 2018

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
9th World Congress	0.00	0.00	0.00	0.00	0.00	0.00
Amazon	0.00	-37.90	0.00	0.00	0.00	-37.90
American Environmental	15,949.30	0.00	0.00	3,660.00	4,237.50	23,846.80
Corbin Design	19,028.50	9,555.00	0.00	0.00	0.00	28,583.50
Hanson Professional Services Inc.	0.00	0.00	0.00	0.00	20,395.89	20,395.89
Heartland Parking Inc. 243651/240830	96.00	0.00	0.00	0.00	0.00	96.00
Houseal Lavigne Associates	28,982.50	1,435.00	0.00	0.00	0.00	30,417.50
Midwest Engineering Associates, Inc.	20,000.00	0.00	0.00	0.00	0.00	20,000.00
Patrick N Meyer & Associates Inc	15,000.00	27,000.00	0.00	0.00	0.00	42,000.00
Quill Corporation	101.72	0.00	0.00	0.00	0.00	101.72
The Cincinnati Insurance Company	201.00	0.00	0.00	0.00	0.00	201.00
The Cleaning Source	165.00	0.00	0.00	0.00	0.00	165.00
Transmap Corporation	26,917.52	0.00	0.00	0.00	0.00	26,917.52
TOTAL	<u>126,441.54</u>	<u>37,952.10</u>	<u>0.00</u>	<u>3,660.00</u>	<u>24,633.39</u>	<u>192,687.03</u>

Tri-County Regional Planning Commission
A/R Aging Summary
As of June 30, 2018

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
WOODFORD COUNTY DUES						
Village of Bayview Gardens	0.00	0.00	0.00	533.33	0.00	533.33
Woodford County Board	0.00	0.00	0.00	1,600.00	0.00	1,600.00
Total WOODFORD COUNTY DUES	0.00	0.00	0.00	2,133.33	0.00	2,133.33
1010-Metro Funds FY17	56,917.52	0.00	0.00	0.00	0.00	56,917.52
1210-IDOT Rural Planning Funds FY17						
Roanoke Comp Plan Update	1,068.82	1,133.79	0.00	0.00	0.00	2,202.61
Total 1210-IDOT Rural Planning Funds FY17	1,068.82	1,133.79	0.00	0.00	0.00	2,202.61
212-Regional Water Supply Planning	0.00	8,381.57	0.00	1,297.46	4,740.16	14,419.19
500-GREATER PEORIA SANITARY DISTRICT	0.00	2,100.00	0.00	0.00	0.00	2,100.00
600-WOODFORD COUNTY GIS IMPLEMENTATION	0.00	7,322.53	0.00	0.00	0.00	7,322.53
City of El Paso	0.00	525.00	0.00	0.00	0.00	525.00
FTA 5311						
207-HSTP	0.00	8,093.46	0.00	4,452.68	6,973.47	19,519.61
Total FTA 5311	0.00	8,093.46	0.00	4,452.68	6,973.47	19,519.61
IDOT DIST 4	0.00	0.00	0.00	0.00	0.00	0.00
IDOT FY18	0.00	0.00	0.00	0.00	0.00	0.00
FTA 8 Fund	26,296.97	0.00	0.00	0.00	0.00	26,296.97
PL Funds	97,838.26	0.00	0.00	0.00	0.00	97,838.26
PPUATS	31,033.81	0.00	0.00	0.00	0.00	31,033.81
Total IDOT FY18	155,169.04	0.00	0.00	0.00	0.00	155,169.04
IEMA						
Hazard Mitigation	7,277.32	8,671.98	0.00	3,660.00	4,237.50	23,846.80
Total IEMA	7,277.32	8,671.98	0.00	3,660.00	4,237.50	23,846.80
PEORIA COUNTY DUES	0.00	2,666.66	0.00	1,333.34	4,000.00	8,000.00
TAZ CO PLANNING CONTRACT	753.75	0.00	0.00	0.00	0.00	753.75
TAZEWELL COUNTY DUES	1,170.83	0.00	0.00	0.00	0.00	1,170.83
TOTAL	222,357.28	38,894.99	0.00	12,876.81	51,515.82	325,644.90

RESOLUTION 19-02

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO AUTHORIZE FOUR PERSONS TO SIGN CHECKS ON BEHALF OF THE COMMISSION

WHEREAS, the Tri-County Regional Planning Commission, hereafter referred to as the Commission, has checking accounts at Busey Bank, and

WHEREAS, it is Commission policy that every check written by the Commission have two signatories, and

WHEREAS, the Commission desires that four persons be authorized to sign checks written on behalf of the Commission, so that two persons are available at any one time to sign checks, and

THEREFORE BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:

The following persons are authorized to sign checks from all Commission accounts (Operating, Sweep, PPUATS, Retirement, MPO, and Flex) on behalf of the Commission:

- Michael Smith, Chairman of the Ways & Means Committee
- Ray Lees, Planning Program Manager
- Timothy Neuhauser, Chairman
- Eric Miller, Executive Director

Presented this 26th day of July 2018

Adopted this 26th day of July 2018

Timothy Neuhauser, Chairman
Tri-County Regional Planning Commission

ATTEST:

Eric Miller, Executive Director
Tri-County Regional Planning Commission

RESOLUTION 19-04

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO AUTHORIZE ITS EXECUTIVE DIRECTOR AND ITS PLANNING PROGRAM MANAGER TO ENTER INTO A PROMISSORY NOTE WITH BUSEY BANK TO EXTEND A LINE OF CREDIT IN THE AMOUNT OF \$100,000

WHEREAS, on August 30, 2013, the Tri-County Regional Planning Commission, hereafter referred to as the Commission, executed a Line of Credit with Southside Bank for a one year term in the amount of \$100,000, and

WHEREAS, on August 30, 2014, the Commission extended the Line of Credit for an additional term of one year, and

WHEREAS, due to the uncertainty in reimbursements from the State of Illinois it is necessary to have a Line of Credit in place in order to meet Commission financial obligations, and

WHEREAS, the Ways & Means Committee recommends that the Line of Credit be extended for an additional year, to August 30, 2019, and

WHEREAS, the Commission desires to extend the Line of Credit at the same interest rate and terms for a period of one year, to August 30, 2019, and

NOW THEREFORE BE IT RESOLVED BY THE COMMISSION to authorize its Executive Director and its Planning Program Manager to extend the Line of Credit by executing a Promissory Note with Busey Bank for one year under the same terms and conditions as the current Note.

Presented this 26th day of July 2018

Adopted this 26th day of July 2018

Tim Neuhauser, Chairman
Tri-County Regional Planning Commission

ATTEST:

Eric Miller, Executive Director
Tri-County Regional Planning Commission