

**Ways and Means Committee Meeting  
Smith, CHAIRMAN  
Neuhauser, and Van Winkle**

**Thursday, October 25, 2018  
4:30 PM**

**AGENDA**

1. Call to Order
2. Roll Call
3. Public Input
4. Approval of Minutes of July 26, 2018
5. Recommendation to Commission the approval of September 2018 Financial Statements and Billings (Resolution 19-12)
6. Recommendation to Commission the approval of FY19 Budget amendment (Resolution 19-17)
7. Recommendation to Commission the approval of FY18 audit (Resolution 19-13)
8. Other
9. Adjournment

**Ways and Means Committee Meeting  
Smith, CHAIRMAN  
Neuhauser, and Van Winkle**

**Thursday, July 26, 2018**

**4:30 PM**

**Minutes**

1. Call to Order

Chairman Smith called the meeting to order at 4:32 p.m.

2. Roll Call

Present: Smith, Neuhauser. Absent: Van Winkle. Staff: Miller, and Lees

3. Public Input- none

4. Approval of Minutes of April 26, 2018

Neuhauser moved to approve the April 26, 2018 minutes and Smith seconded. Motion carried.

5. Recommendation to Commission the approval of June Financial Reports and Billings (Resolution 19-01)

Neuhauser moved to approve Resolution 19-01 and Smith seconded. Motion carried.

Stratton reported on the following;

- Operating cash is \$554,112 which is \$14,435 more than last month
- Accounts Receivables is \$325,645 which is higher the last month by \$137,384
- Accounts Payables is \$192,687 which is higher than last month by \$140,000
- Total Revenue is \$253,197 minus the direct pass0through of \$163,868 which equals our operating revenue at \$89,329
- Total expenses are \$237, 557 minus the direct pass-through of \$163,868 with equals of operating expenses at \$73,689

June is still positive by \$15,640. Our YTD is positive by \$116,031.

Miller added that we have a yearlong contract with IDOT but it is extended to 18 months.

6. Recommendation to Commission the approval of signatories on behalf of Commission (Resolution 19-02)

Neuhauser moved to recommend to Full Commission Resolution 19-02 signatories on behalf of Commission and Smith seconded. Motion carried.

Miller explained the resolution.

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)

Neuhauser moved to recommend to Commission the approval of promissory note with Busey Bank to extend a line of credit in the amount of \$100,000 and Smith seconded. Motion carried.

- Miller explained that a few years back with the state not paying the bills we experienced a problem with cash flow. We got this note at that time and paid back. The Commission recommended that we keep this note every year for a just in case moment. We have not used it since the last time.
- Smith asked if the terms are the same and Ms. Ulrich said when the document is prepared she will check and make sure all terms are the same before signature is done by Eric Miller and Ray Lees.

8. Other

- Miller said he is going thru staff reviews at this time and when the salary survey is complete he hopes to bring salary increases to committee for approval.
- Smith asked about the credit card process and Ms. Ulrich said she has it in locked drawer and that her and Eric only have the keys and that there is a sheet to fill out at time of use.

9. Adjournment

Neuhauser moved to adjourn at 5:00 p.m. and Smith seconded. Motion carried.

Submitted by:

Eric W. Miller

Executive Director

Recorded and transcribed by: Debbie Ulrich

**RESOLUTION 19-12**

**A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO APPROVE THE FINANCIAL REPORTS AND BILLINGS FOR SEPTEMBER 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 September 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 September 2018 are approved.

Presented this 25<sup>th</sup> day of October 2018

Adopted this 25<sup>th</sup> day of October 2018

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Timothy Neuhauser, Chairman  
Tri-County Regional Planning Commission

**ATTEST:**

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

**TRI-COUNTY REGIONAL PLANNING COMMISSION**  
**COMPARATIVE STATEMENTS OF ASSETS, LIABILITIES, & NET ASSETS**  
**SEPTEMBER 2018**

<b>ASSETS</b>	<b>SEP 30, 2018</b>	<b>AUG 31, 2018</b>	<b>SEP 30, 2017</b>
Current Assets			
Checking/Savings			
Restricted Cash:			
100012 · Checking - Flexible Benefits	1,620	1,620	1,620
100016 · Savings - Unvested Retirement	27,976	27,240	16,548
100011 · Checking - PPUATS	142,383	100,939	175,947
100018 · Checking - IL MPO Advisory Council	19,238	19,238	19,238
Total Restricted Cash - Busey Bank	191,218	149,037	213,353
Unrestricted Cash:			
100010 · Checking - Operations	541,005	523,321	477,307
Total Checking/Savings Busey Bank	732,223	672,358	690,661
100020 · Accounts Receivable	302,462	373,345	136,917
Other Current Assets			
100050 · Prepaid Expenses	32,441	34,894	16,003
Total Other Current Assets	32,441	34,894	16,003
Total Current Assets	1,067,126	1,080,596	843,580
Fixed Assets			
100040 · Office Furniture	54,533	54,533	54,533
100042 · Computer Equipment	96,361	96,361	83,413
100044 · Vehicles	23,944	23,944	41,567
100046 · Leasehold Improvements	7,080	7,080	7,080
Less: Accumulated Depreciation	(165,955)	(165,123)	(174,559)
Total Fixed Assets	15,963	16,795	12,034
<b>TOTAL ASSETS</b>	<b>\$ 1,083,089</b>	<b>\$ 1,097,391</b>	<b>\$ 855,614</b>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
200010 · Accounts Payable	109,674	105,532	23,910
Other Current Liabilities			
200009 · IDOT Payable			-
200015 · Accrued Expenses	1,894	1,704	3,231
200021 · Accrued Payroll	22,132	22,038	22,294
200055 · Vacation/Personal Time	38,186	39,938	37,050
200056 · Unvested Retirement Account	27,954	27,219	16,533
200060 · Employer Liabilities	2,654	3,198	4,217
200071 · Deferred Revenue - PPUATS	147,391	160,429	173,953
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.	1,867	2,800	1,867
200104 · Deferred Revenue - Regional Server	6,750	7,500	6,750
200107 · Deferred Revenue - Village of Washburn	825	975	-
Total Other Current Liabilities	268,891	285,039	285,131
Total Current Liabilities	378,564	390,571	309,041
<b>Total Liabilities</b>	<b>378,564</b>	<b>390,571</b>	<b>309,041</b>
Equity			
310000 · General Fixed Asset Equity	13,450	13,450	13,450
350000 · Capital Contribution	193,000	193,000	193,000
390000 · Retained Earnings	451,328	451,328	332,021
Net Income	46,747	49,042	8,102
<b>Total Equity</b>	<b>704,525</b>	<b>706,820</b>	<b>546,573</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 1,083,089</b>	<b>\$ 1,097,391</b>	<b>\$ 855,614</b>

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

	<u>Month of SEP 2018</u>	<u>Month of AUG 2018</u>	<u>Current FY YTD</u>	<u>Previous FY YTD</u>	<u>Annual FY19 Budget</u>	<u>% Annual FY19 Budget</u>
<b>Income</b>						
400010 · FHWA PL Fund	41,198	52,593	141,933	143,213	516,608	27.5%
400011 · FTA Section 8	10,952	13,980	37,729	38,377	137,326	27.5%
400015 · PPUATS Matching	13,037	16,643	44,916	45,398	163,483	27.5%
400016 · IDOT Rural Planning	884	938	2,748	-	29,914	9.2%
400020 · Regional/Local Funds	3,438	3,438	10,313	10,313	41,250	25.0%
400022 · Woodford County GIS	2,560	3,620	9,098	8,884	45,000	20.2%
400136 · Municipal GIS Support Services	150	-	563	1,695	1,000	56.3%
400140 · Tazewell Co. Zoning	754	754	2,261	2,261	9,000	25.1%
400188 · City of El Paso GIS	-	-	-	-	3,425	0.0%
400200 · Interest Income	91	99	287	264	1,000	28.7%
400210 · Other	-	-	-	40	-	0.0%
400240 · Woodford County Planning	-	-	-	-	500	0.0%
400254 · Human Services Trans Plan	2,705	1,922	8,223	9,667	73,810	11.1%
400271 · Regional Server Partnership	750	750	2,250	2,250	9,000	25.0%
400276 · JARC/New Freedom	-	-	-	34,113	71,390	0.0%
400291 · JARC - cicarpool	-	-	-	-	9,800	0.0%
400315 · GPSD GIS Staffing	2,100	2,625	6,825	5,992	25,000	27.3%
400322 · Hazard Mitigation Plan	5,927	-	5,928	-	23,139	25.6%
400323 · Peoria Park District	-	-	-	488	-	0.0%
400325 · FTA 5310 Admin Fee	-	-	-	-	10,000	0.0%
400326 · Para-Transit Study	-	-	-	-	10,000	0.0%
400328 · MPO Special Projects	-	-	-	-	-	0.0%
400329 · IDOT Dist 4	-	-	-	1,565	-	0.0%
400321 · IDOT FY16	-	-	-	-	-	0.0%
400330 · IDOT State Planning	2,126	-	18,682	-	317,000	5.9%
400320 · Regional Water Supply Plan	-	-	-	-	-	0.0%
<b>Total Income</b>	<b>\$ 86,672</b>	<b>\$ 97,361</b>	<b>\$ 291,753</b>	<b>\$ 304,518</b>	<b>\$ 1,497,645</b>	<b>19.5%</b>
<b>Expense</b>						
500010 · Advertising and Printing	-	90	171	847	1,800	9.5%
500012 · Community Events	-	-	-	-	-	0.0%
500015 · Contractual Services	8,053	6,556	31,166	59,627	459,329	6.8%
500020 · Copier	655	647	1,788	1,437	6,000	29.8%
500025 · Computer Software and Support	2,642	4,364	9,664	25,604	32,000	30.2%
500026 · Computer Hardware	-	-	-	-	20,000	0.0%
500030 · Equipment Maintenance	-	-	-	370	2,000	0.0%
500035 · Group Health Insurance	6,783	6,783	20,348	18,535	82,000	24.8%
500036 · General Insurance	633	633	1,899	2,515	7,100	26.7%
500038 · Workers Compensation	195	195	584	-	2,700	21.6%
500040 · Membership and Subscriptions	2,079	167	2,508	2,439	3,000	83.6%
500050 · Miscellaneous	41	29	335	1,127	2,500	13.4%
500070 · Office Supplies	362	188	1,636	1,231	4,000	40.9%
500080 · Postage	77	-	201	90	500	40.2%
500085 · Rent	2,849	2,849	8,546	8,546	34,184	25.0%
500086 · Retirement	3,158	2,245	7,627	6,260	28,000	27.2%
500090 · Telephone	395	369	1,201	1,406	2,688	44.7%
500100 · Conference Travel	1,374	-	1,374	3,528	2,500	55.0%
500110 · Utilities	319	319	958	1,140	3,832	25.0%
500111 · Travel	362	186	838	557	1,700	49.3%
500115 · Conference Registration	320	2,020	2,340	920	10,000	23.4%
500120 · Professional Services	8,030	-	9,930	4,962	41,400	24.0%
500130 · Space Costs	1,140	990	3,150	3,454	13,380	23.5%
510000 · Depreciation Expense	832	832	2,338	1,416	5,000	46.8%
520000 · Salaries	44,664	42,521	125,636	138,846	555,000	22.6%
520600 · Payroll Taxes	4,003	3,367	10,770	11,561	49,000	22.0%
<b>Total Expense</b>	<b>\$ 88,967</b>	<b>\$ 75,349</b>	<b>\$ 245,007</b>	<b>\$ 296,416</b>	<b>\$ 1,369,613</b>	<b>17.9%</b>
<b>Net Income</b>	<b>\$ (2,295)</b>	<b>\$ 22,011</b>	<b>\$ 46,747</b>	<b>\$ 8,102</b>	<b>\$ 128,032</b>	

**TRI-COUNTY REGIONAL PLANNING COMMISSION**  
**STATEMENTS OF CASH FLOW**  
**SEPTEMBER 2018**

<b>OPERATING ACTIVITIES</b>	<b>SEP 18</b>	<b>YTD</b>
Net Income	\$ (2,295)	\$ 46,747
Adjustments to reconcile Net Income to net cash provided by operations:		
Depreciation	832	2,338
Effects of changes in operating assets and liabilities:		
100020 · Accounts Receivable	70,883	39,387
100050 · Prepaid Expenses	2,453	(11,601)
200010 · Accounts Payable	4,142	(134,585)
200015 · Accrued Expenses	189	568
200021 · Accrued Payroll	93	533
200055 · Vacation/Personal Time	(1,752)	(7,030)
200060 · Employer Liabilities	192	(1,385)
200071 · Deferred Revenue - PPUATS	(13,037)	122,364
200078 · Deferred Revenue - Tazewell Co.	-	-
200103 · Deferred Revenue - Woodford Co.	(933)	(2,800)
200104 · Deferred Revenue - Regional Server	(750)	6,750
200107 · Deferred Revenue - Village of Washburn	(150)	(225)
Net cash provided by Operating Activities	\$ 59,865	\$ 61,062
<b>INVESTING ACTIVITIES</b>		
100042 · Computer Equipment	-	(5,649)
100046 · Leasehold Improvements	-	-
Net cash provided by Investing Activities	-	(5,649)
<b>FINANCING ACTIVITIES</b>		
350000 · Capital Contribution	-	-
Net cash provided by Financing Activities	-	-
Net cash increase/(decrease) for period	59,865	55,413
Cash at beginning of period	672,358	676,811
<b>Cash at end of period</b>	<b>\$ 732,223</b>	<b>\$ 732,223</b>

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

DATE	CHECK #	VENDOR NAME	MEMO	AMOUNT
09/05/2018	ACH	Staff	Payroll 8/16/18 - 8/31/18	1,144.06
09/05/2018	ACH	Staff	Payroll 8/16/18 - 8/31/18	1,335.56
09/05/2018	ACH	Staff	Payroll 8/16/18 - 8/31/18	1,503.14
09/05/2018	ACH	Staff	Payroll 8/16/18 - 8/31/18	1,477.01
09/05/2018	ACH	Staff	Payroll 8/16/18 - 8/31/18	1,414.60
09/05/2018	ACH	Staff	Payroll 8/16/18 - 8/31/18	2,894.34
09/05/2018	ACH	Staff	Payroll 8/16/18 - 8/31/18	1,466.74
09/05/2018	ACH	Staff	Payroll 8/16/18 - 8/31/18	3,078.13
09/05/2018	ACH	Staff	Payroll 8/16/18 - 8/31/18	1,136.17
09/05/2018	ACH	Staff	Payroll 8/16/18 - 8/31/18	823.75
09/05/2018	ACH	IL Dept of Revenue	Payroll taxes 8/16/18 - 8/31/18	1,096.02
09/05/2018	ACH	United States Treasury	Payroll taxes 8/16/18 - 8/31/18	5,650.92
09/05/2018	ACH	Staff - HSA	Health Savings Payroll 9/5/18	50.00
09/05/2018	ACH	Nationwide Retirement Solutions	September 5th pension liabilities	1,210.65
09/06/2018	14762	Staff	August travel reimbursements	20.06
09/06/2018	14763	Staff	August travel reimbursements	152.96
09/06/2018	14764	Staff	August travel reimbursements	14.55
09/06/2018	14765	Staff	August travel reimbursements	31.98
09/06/2018	14766	Staff	August travel reimbursements	65.62
09/06/2018	14767	Busey Bank Credit Card	August charges	3,783.55
09/06/2018	14768	Heartland Parking 243602	September parking	825.00
09/06/2018	14769	HR Fit, LLC	Compensation Study	4,930.00
09/06/2018	14770	Neopost USA Inc	Postage	902.00
09/06/2018	14771	Quill Corporation	Office Supplies	58.96
09/06/2018	14772	RK Dixon	Copier	247.78
09/06/2018	14773	Verizon Wireless	Phones	140.09
09/18/2018	14774	A5.com, Inc.	Website hosting	19.95
09/18/2018	14775	City Link	JARC/New Freedom Pass-thru	9,809.00
09/18/2018	14776	FACET, Inc.	Computer support	280.00
09/18/2018	14777	Guardian	October vision, STD, life insurance	420.64
09/18/2018	14778	Hinckley Springs	Office Supplies	89.82
09/18/2018	14779	Martin Hood LLC	Audit costs	3,100.00
09/18/2018	14780	Peoria Area Chamber of Commerce	Membership Package	400.00
09/18/2018	14781	Precision Midwest	GPS Equipment	5,649.44
09/18/2018	14782	Quill Corporation	Office Supplies	193.88
09/18/2018	14783	The Cleaning Source	Office cleaning	165.00
09/18/2018	14784	TIAA Bank	Copier contract	398.98
09/20/2018	ACH	Staff	Payroll 9/1/18 - 9/15/18	1,259.36
09/20/2018	ACH	Staff	Payroll 9/1/18 - 9/15/18	1,455.81
09/20/2018	ACH	Staff	Payroll 9/1/18 - 9/15/18	1,497.23
09/20/2018	ACH	Staff	Payroll 9/1/18 - 9/15/18	1,416.34
09/20/2018	ACH	Staff	Payroll 9/1/18 - 9/15/18	2,802.57
09/20/2018	ACH	Staff	Payroll 9/1/18 - 9/15/18	1,624.13
09/20/2018	ACH	Staff	Payroll 9/1/18 - 9/15/18	817.04
09/20/2018	ACH	Staff	Payroll 9/1/18 - 9/15/18	1,408.16
09/20/2018	ACH	Staff	Payroll 9/1/18 - 9/15/18	3,045.42
09/20/2018	ACH	Staff	Payroll 9/1/18 - 9/15/18	1,060.78
09/20/2018	ACH	Staff - HSA	Health Savings Payroll 9/20/18	50.00
09/20/2018	ACH	United States Treasury	Payroll taxes 9/1/18 - 9/15/18	6,912.46
09/20/2018	ACH	IL Dept of Revenue	Payroll taxes 9/1/18 - 9/15/18	1,138.99
09/20/2018	ACH	Nationwide Retirement Solutions	September 20th payroll	1,268.19
09/21/2018	ACH	Nationwide Retirement Solutions	Additional vesting	1,876.16
09/25/2018	ACH	Unvested Retirement Savings	September Net Unvested	735.16
09/30/2018	ACH	Busey Bank	Service Charge	41.38
			<b>Total Checks</b>	<b>84,389.53</b>



ERIC MILLER

Account Number: XXXX XXXX XXXX 9435

ACCOUNT SUMMARY

Credit Limit \$5,000.00  
 Credit Available \$581.00  
 Statement Closing Date September 26, 2018  
 Days in Billing Cycle 31  
 Previous Balance \$3,783.55  
 - Payments & Credits \$0.00  
 + Purchases & Other Charges \$537.24  
 + Balance Transfer \$0.00  
 + Cash Advances \$0.00  
 + FEE CHARGED \$20.00  
 + INTEREST CHARGED \$56.84  
 = New Balance \$4,397.63

Questions? Call Card Services 1-800-248-9600  
 Or Write: PO BOX 2360  
 Omaha, NE 68108  
 Or email: customercare@busey.com

PAYMENT INFORMATION

New Balance \$4,397.63  
 Minimum Payment Due \$409.00  
 Payment Due Date October 23, 2018

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.

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:

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	9 years	\$6,004.00
\$157.00	3 years	\$5,636.00 (Savings = \$368.00)

If you would like information about credit counseling services, call 1-888-671-2227

Notice: SEE REVERSE SIDE FOR MORE IMPORTANT INFORMATION

TRANSACTIONS

Tran Date	Post Date	Reference Number	Transaction Description	Amount
08/27	08/28	2469216KZ2XKNE2ZB	Intuit *PayrollEE usag 800-446-8848 CA	21.25 ✓
08/29	08/30	2449215L1S1827301	PAYPAL *ELEGANT THEMES, 415-729-4078 CA	89.00 ✓
09/10	09/12	2478930LEWFJL9RRF	DIGITAL NEWSPAPER SUBSCRI877-5782716 NY	4.99 ✓
09/13	09/14	2469216LG2XZDZRK5	LOGMEIN*GOTOMEETING LOGMEIN.COM CA	36.00 ✓
09/14	09/16	2422638LJ2LR1NJ82	WAL-MART #1028 EAST PEORIA IL	9.70 ✓
09/14	09/16	2476062LHDNSVXVZS	RIVER ACTION INC 563-3222969 IA	320.00 ✓
09/16	09/17	2443106LKORT5W47J	ADOBE *CREATIVE CLOUD 800-833-6687 CA	56.30 ✓
<b>FEES</b>				
09/26	09/26		LATE FEE	20.00

Transactions continued on next page

1035 VVG 001 7 26 180926 0 D PAGE 1 of 3 10 3248 4000 QC52 01AA1035



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 October 23, 2018  
 New Balance \$4,397.63  
 Minimum Payment Due \$409.00  
 Past Due Amount \$189.00

Amount Enclosed: \$

ERIC MILLER

Account Number: XXXX XXXX XXXX 9435

**TRANSACTIONS (continued)**

Tran Date	Post Date	Reference Number	Transaction Description	Amount
<b>FEES</b>				
<b>TOTAL FEES FOR THIS PERIOD</b>				<b>20.00</b>
<b>INTEREST CHARGED</b>				
09/26	09/26		Interest Charge on Purchases	56.84
09/26	09/26		Interest Charge on Cash Advances	0.00
<b>TOTAL INTEREST FOR THIS PERIOD</b>				<b>56.84</b>

<b>Totals 2018 Year-to-Date</b>	
Total fees charged in 2018	\$35.00
Total interest charged in 2018	\$56.84

**IMPORTANT ACCOUNT INFORMATION**

THE MINIMUM PAYMENT AMOUNT FROM YOUR LAST STATEMENT HAS NOT BEEN RECEIVED. IF YOU HAVE NOT MAILED IT, PLEASE DO SO TODAY.

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.

**REWARDS SUMMARY**

Available Points 20,810

**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)	\$4,037.16	31	\$56.84
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](http://busey.com/ssbcards).

Tri-County Regional Planning Commission  
A/R Aging Summary

As of September 30, 2018

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
<b>WOODFORD COUNTY DUES</b>						
Woodford County Board	0.00	0.00	0.00	0.00	1,600.00	1,600.00
<b>Total WOODFORD COUNTY DUES</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,600.00</u>	<u>1,600.00</u>
1010-Metro Funds FY17	2,125.50	0.00	0.00	16,556.33	0.00	18,681.83
<b>1210-IDOT Rural Planning Funds FY17</b>						
Roanoke Comp Plan Update	883.79	938.06	0.00	0.00	1,133.79	2,955.64
<b>Total 1210-IDOT Rural Planning Funds FY17</b>	<u>883.79</u>	<u>938.06</u>	<u>0.00</u>	<u>0.00</u>	<u>1,133.79</u>	<u>2,955.64</u>
212-Regional Water Supply Planning	0.00	0.00	0.00	0.00	9,679.03	9,679.03
<b>500-GREATER PEORIA SANITARY DISTRICT</b>	<u>2,100.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,100.00</u>
<b>600-WOODFORD COUNTY GIS IMPLEMENTATION</b>	<u>2,560.03</u>	<u>3,620.06</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6,180.09</u>
CityLink	0.00	0.00	0.00	3,000.00	0.00	3,000.00
<b>FTA 5311</b>						
207-HSTP	2,704.95	1,921.53	0.00	3,596.80	0.00	8,223.28
<b>Total FTA 5311</b>	<u>2,704.95</u>	<u>1,921.53</u>	<u>0.00</u>	<u>3,596.80</u>	<u>0.00</u>	<u>8,223.28</u>
IDOT DIST 4	0.00	0.00	0.00	0.00	31,564.69	31,564.69
<b>IDOT FY18</b>						
FTA 8 Fund	10,951.51	13,980.34	0.00	0.00	2,898.03	27,829.88
<b>PL Funds</b>	<u>41,198.49</u>	<u>52,592.63</u>	<u>0.00</u>	<u>0.00</u>	<u>10,902.10</u>	<u>104,693.22</u>
<b>Total IDOT FY18</b>	<u>52,150.00</u>	<u>66,572.97</u>	<u>0.00</u>	<u>0.00</u>	<u>13,800.13</u>	<u>132,523.10</u>
<b>IEMA</b>						
Hazard Mitigation	0.00	5,927.50	0.00	0.00	23,846.80	29,774.30
<b>Total IEMA</b>	<u>0.00</u>	<u>5,927.50</u>	<u>0.00</u>	<u>0.00</u>	<u>23,846.80</u>	<u>29,774.30</u>
<b>PEORIA COUNTY DUES</b>						
PPUATS Peoria County	1,333.34	1,333.33	0.00	1,333.33	0.00	4,000.00
<b>PPUATS Peoria County</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>36,515.00</u>	<u>36,515.00</u>
PPUATS Village of Creve Coeur	0.00	0.00	0.00	0.00	2,057.00	2,057.00
<b>PPUATS Village of Peoria Heights</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,323.00</u>	<u>2,323.00</u>
PPUATS Woodford County	0.00	0.00	0.00	0.00	9,360.00	9,360.00
<b>TAZ CO PLANNING CONTRACT</b>	<u>753.75</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>753.75</u>
<b>TAZEWELL COUNTY DUES</b>						
Taze Well County	1,170.84	0.00	0.00	0.00	0.00	1,170.84
<b>TOTAL</b>	<u><u>65,782.20</u></u>	<u><u>80,313.45</u></u>	<u><u>0.00</u></u>	<u><u>24,486.46</u></u>	<u><u>131,879.44</u></u>	<u><u>302,461.55</u></u>

Tri-County Regional Planning Commission  
A/P Aging Summary

As of September 30, 2018

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>
Expense Reimbursements - Staff	10.03	0.00	0.00	0.00
Expense Reimbursements - Staff	147.15	0.00	0.00	0.00
Expense Reimbursements - Staff	273.90	0.00	0.00	0.00
Expense Reimbursements - Staff	448.89	0.00	0.00	0.00
Expense Reimbursements - Staff	274.33	0.00	0.00	0.00
Expense Reimbursements - Staff	170.27	0.00	0.00	0.00
Expense Reimbursements - Staff	387.75	0.00	0.00	0.00
Amazon	0.00	0.00	0.00	0.00
American Environmental	0.00	5,927.50	0.00	15,949.30
Busey Bank Credit Card	537.24	0.00	0.00	0.00
City of Peoria - Rent & Utilities	0.00	2,848.67	0.00	0.00
Comcast	0.00	359.19	0.00	0.00
Corbin Design	0.00	0.00	6,556.25	0.00
Delta Dental	0.00	293.08	0.00	0.00
FACET, Inc.	770.00	0.00	0.00	0.00
Hanson Professional Services Inc.	0.00	0.00	0.00	0.00
Heartland Parking 243602	825.00	0.00	0.00	0.00
Heartland Parking Inc. 243651/240830	150.00	0.00	0.00	0.00
Houseal Lavigne Associates	0.00	0.00	0.00	17,250.16
Illinois Association of Regional Councils	390.00	1,040.00	0.00	0.00
Quill Corporation	68.94	0.00	0.00	0.00
RK Dixon	256.44	0.00	0.00	0.00
The Cleaning Source	165.00	0.00	0.00	0.00
Transmap Corporation	2,125.50	0.00	16,556.33	0.00
United Healthcare	7,447.59	0.00	0.00	0.00
Verizon Wireless	165.83	0.00	0.00	0.00
WEX Bank	23.84	0.00	0.00	0.00
<b>TOTAL</b>	<b><u>14,637.70</u></b>	<b><u>10,468.44</u></b>	<b><u>23,112.58</u></b>	<b><u>33,199.46</u></b>

Tri-County Regional Planning Commission  
A/R Aging Summary

As of September 30, 2018

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
<b>WOODFORD COUNTY DUES</b>						
Woodford County Board	0.00	0.00	0.00	0.00	1,600.00	1,600.00
<b>Total WOODFORD COUNTY DUES</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,600.00</u>	<u>1,600.00</u>
1010-Metro Funds FY17	2,125.50	0.00	0.00	16,556.33	0.00	18,681.83
<b>1210-IDOT Rural Planning Funds FY17</b>						
Roanoke Comp Plan Update	883.79	938.06	0.00	0.00	1,133.79	2,955.64
<b>Total 1210-IDOT Rural Planning Funds FY17</b>	<u>883.79</u>	<u>938.06</u>	<u>0.00</u>	<u>0.00</u>	<u>1,133.79</u>	<u>2,955.64</u>
212-Regional Water Supply Planning	0.00	0.00	0.00	0.00	9,679.03	9,679.03
<b>500-GREATER PEORIA SANITARY DISTRICT</b>	<u>2,100.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,100.00</u>
<b>600-WOODFORD COUNTY GIS IMPLEMENTATION</b>	<u>2,560.03</u>	<u>3,620.06</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6,180.09</u>
CityLink	0.00	0.00	0.00	3,000.00	0.00	3,000.00
FTA 5311						
207-HSTP	2,704.95	1,921.53	0.00	3,596.80	0.00	8,223.28
<b>Total FTA 5311</b>	<u>2,704.95</u>	<u>1,921.53</u>	<u>0.00</u>	<u>3,596.80</u>	<u>0.00</u>	<u>8,223.28</u>
IDOT DIST 4	0.00	0.00	0.00	0.00	31,564.69	31,564.69
<b>IDOT FY18</b>						
FTA 8 Fund	10,951.51	13,980.34	0.00	0.00	2,898.03	27,829.88
PL Funds	41,198.49	52,592.63	0.00	0.00	10,902.10	104,693.22
<b>Total IDOT FY18</b>	<u>52,150.00</u>	<u>66,572.97</u>	<u>0.00</u>	<u>0.00</u>	<u>13,800.13</u>	<u>132,523.10</u>
<b>IEMA</b>						
Hazard Mitigation	0.00	5,927.50	0.00	0.00	23,846.80	29,774.30
<b>Total IEMA</b>	<u>0.00</u>	<u>5,927.50</u>	<u>0.00</u>	<u>0.00</u>	<u>23,846.80</u>	<u>29,774.30</u>
<b>PEORIA COUNTY DUES</b>						
PPUATS Peoria County	1,333.34	1,333.33	0.00	1,333.33	0.00	4,000.00
PPUATS Village of Creve Coeur	0.00	0.00	0.00	0.00	36,515.00	36,515.00
PPUATS Village of Peoria Heights	0.00	0.00	0.00	0.00	2,057.00	2,057.00
PPUATS Woodford County	0.00	0.00	0.00	0.00	2,323.00	2,323.00
<b>TAZ CO PLANNING CONTRACT</b>	<u>753.75</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>9,360.00</u>	<u>9,360.00</u>
<b>TAZEWELL COUNTY DUES</b>	<u>1,170.84</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>753.75</u>
<b>TOTAL</b>	<u><u>65,782.20</u></u>	<u><u>80,313.45</u></u>	<u><u>0.00</u></u>	<u><u>24,486.46</u></u>	<u><u>131,879.44</u></u>	<u><u>302,461.55</u></u>

Tri-County Regional Planning Commission

A/P Aging Summary

As of September 30, 2018

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>
Expense Reimbursements - Staff	10.03	0.00	0.00	0.00
Expense Reimbursements - Staff	147.15	0.00	0.00	0.00
Expense Reimbursements - Staff	273.90	0.00	0.00	0.00
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Expense Reimbursements - Staff	274.33	0.00	0.00	0.00
Expense Reimbursements - Staff	170.27	0.00	0.00	0.00
Expense Reimbursements - Staff	387.75	0.00	0.00	0.00
Amazon	0.00	0.00	0.00	0.00
American Environmental	0.00	5,927.50	0.00	15,949.30
Busey Bank Credit Card	537.24	0.00	0.00	0.00
City of Peoria - Rent & Utilities	0.00	2,848.67	0.00	0.00
Comcast	0.00	359.19	0.00	0.00
Corbin Design	0.00	0.00	6,556.25	0.00
Delta Dental	0.00	293.08	0.00	0.00
FACET, Inc.	770.00	0.00	0.00	0.00
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Heartland Parking Inc. 243651/240830	150.00	0.00	0.00	0.00
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Quill Corporation	68.94	0.00	0.00	0.00
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United Healthcare	7,447.59	0.00	0.00	0.00
Verizon Wireless	165.83	0.00	0.00	0.00
WEX Bank	23.84	0.00	0.00	0.00
<b>TOTAL</b>	<b><u>14,637.70</u></b>	<b><u>10,468.44</u></b>	<b><u>23,112.58</u></b>	<b><u>33,199.46</u></b>

**RESOLUTION 19-17**

**A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO ADOPT A FISCAL YEAR 2019 OVERALL BUDGET AMENDMENT.**

**WHEREAS**, the Tri-County Regional Planning Commission, hereafter referred to as the Commission, routinely seeks funding from a variety of sources to perform projects that are beneficial to the region and/or to the individual communities in the region, and

**WHEREAS**, the Commission creates and uses a consolidated budget to manage its programs and monitor its finances, and

**WHEREAS**, the Executive Director has reviewed and revised the FY 2019 budget to reflect adjusted revenue and adjusted expenses, and

**WHEREAS**, the Ways and Means Committee has reviewed the FY 2019 budget amendment and recommends approval.

**NOW THEREFORE BE IT RESOLVED**, that the Tri-County Regional Planning Commission hereby approves and adopts the Amended FY 2019 Budget for the period from July 1, 2018, to June 30, 2019 and authorizes the Executive Director to take such actions as necessary to implement the budget within the confines of the Commission policy.

Presented this 25th day of October 2018

Adopted this 25th day of October 2018

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Tim Neuhauser, Chairman  
Tri-County Regional Planning Commission

**ATTEST:**

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

Tri-County Regional Planning Commission

FY 2019 Final Budget

October 2019

Revenue:	FY19 Budget - Approved in June	FY19 Proposed Budget	Proposed Changes	Comments
UWP: FHWA	\$ 516,608	\$ 546,021	\$ 29,413	FY18 Carryover added for contract services
UWP: FTA	137,326	145,144	7,818	FY18 Carryover added for contract services
UWP: PPUATS MATCH	163,483	172,791	9,308	FY18 Carryover added for contract services
Regional/Local	41,250	41,250	-	
Woodford County GIS	45,000	45,000	-	
Woodford County Planning & Zoning	500	500	-	
Tazewell County Planning & Zoning	9,000	9,045	45	
Human Services Transportation Plan - Rural	73,810	73,810	-	
Regional Server Partnership	9,000	9,000	-	
JARC - ciCarpool - (Driving Change/Air Quality)	9,800	9,800	-	
GPSD GIS Staffing	25,000	25,000	-	
City of El Paso GIS	3,425	3,425	-	
Village of Washburn GIS	1,000	1,000	-	
IDOT State Planning Funds FY19	160,000	557,000	397,000	Added \$192k for Ortho Photo and \$235k for Phase II Pavement; Moved \$30k of staff work to next year.
IDOT State Planning Funds FY17	157,000	100,082	(56,918)	Project completed
IDOT Rural Planning Funds FY18	22,000	14,762	(7,238)	Project completed
Minonk GIS	4,240	4,240	-	
Elmwood GIS	3,674	3,674	-	
Hazard Mitigation Plan	23,139	23,139	-	
Interest Income	1,000	1,000	-	
FTA JARC & New Freedom (Pass Through)	71,390	71,390	-	
FTA Paratransit Study	10,000	10,000	-	
FTA 5310 Administration Fee	10,000	10,000	-	
<b>Total Income</b>	<b>\$ 1,497,645</b>	<b>\$ 1,877,073</b>	<b>\$ 379,428</b>	

Expense:	FY19 Budget - Approved in June	FY19 Proposed Budget	Proposed Changes	Comments
Advertising/Legal Notices	\$ 1,800	\$ 1,800	\$ -	
Contractual Services				
Hazard Mitigation	23,139	23,139	-	
ci Car Pool	9,800	9,800	-	
New Freedom	71,390	71,390	-	
TCRPC Pavement Contract	105,000	100,082	(4,918)	
IDOT State Planning Funds FY18	160,000	497,000	337,000	Added \$192k for Ortho Photo and \$235k for Phase II Pavement; Subtracted \$90k of work staff will complete
IDOT PL Funds - Unallocated	90,000	90,000	-	
IDOT FY18 Carryover to 12/31/18		46,539	46,539	
Copying and Printing	6,000	6,000	-	
Repairs and Maintenance	2,000	2,000	-	
Computer Software and Support	32,000	32,000	-	
Computer Hardware	20,000	20,000	-	
Group Health Insurance, Vision, Life, Disability	82,000	82,000	-	
Insurance - Property, General Liab, Crime, Auto, Umbrella	7,100	7,100	-	
Insurance - Workers Compensation	2,700	2,700	-	
Memberships and Subscriptions	3,000	3,000	-	
Miscellaneous	2,500	2,500	-	
Office Supplies	4,000	4,000	-	
Postage	500	500	-	
Space Costs - Rent	34,184	34,184	-	
Space Costs - Cleaning	1,980	1,980	-	
Space Costs - Utilities	3,832	3,832	-	
Space Costs - Parking	11,400	11,400	-	
Retirement	28,000	28,000	-	
Salaries	555,000	555,000	-	
Telephone	2,688	2,688	-	
Conference Travel	2,500	2,500	-	
Local Travel	1,700	1,700	-	
Conferences Registration	10,000	10,000	-	
Professional Services - Legal	10,000	10,000	-	
Professional Services - Accounting/Audit	29,400	29,400	-	
Professional Services Compensation and benefits Study	2,000	5,000	3,000	
ER Taxes (@8%)	49,000	49,000	-	
Depreciation Expense	5,000	9,800	4,800	
<b>Total Expense</b>	<b>\$ 1,369,613</b>	<b>\$ 1,756,034</b>	<b>\$ 386,421</b>	
<b>Excess rev. over exp.</b>	<b>\$ 128,032</b>	<b>\$ 121,039</b>	<b>\$ (6,993)</b>	

**RESOLUTION 19-13**

**A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO ACCEPT AND FILE THE FISCAL YEAR 2018 INDEPENDENT AUDIT REPORT.**

**WHEREAS**, the Tri-County Regional Planning Commission, hereafter referred to as the Commission, is required by all funding sources to conduct a yearly audit of revenue and expenditures, and

**WHEREAS**, the Commission has contracted with the firm of Martin, Hood, Friese & Associates, LLC to conduct the FY 2018 Audit, which covers July 1, 2017 to June 30, 2018, and

**WHEREAS**, the firm of Martin, Hood, Friese & Associates, LLC conducted the audit in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error,

**WHEREAS**, on October 25, 2018 the Ways & Means reviewed the audit and forwarded it on to the Full Commission for acceptance,

**THEREFORE BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:**

that the Commission accepts the FY 2018 Independent Auditors Report and directs Executive Director Eric Miller, and managing staff to sign off on the final audit conducted by the firm of Martin, Hood, Friese & Associates, LLC.

Presented this 25th day of October 2018

Adopted this 25th day of October 2018

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Tim Neuhauser, Chairman  
Tri-County Regional Planning Commission

**ATTEST:**

---

Eric Miller, Executive Director  
Tri-County Regional Planning Commission