



TRI-COUNTY REGIONAL PLANNING COMMISSION

EST. 1958

EXECUTIVE COMMITTEE MEETING

456 Fulton St. Suite 401
Peoria, IL 61602

CHUCK NAGEL, CHAIRMAN

(Danny Phelan, John Kahl, Greg Menold, Camille Coates, Russ Crawford, Patrick Ulrich, and Autum Jones)

Monday, August 18, 2025, 9:00 a.m.
TCRPC Conference Room

Virtual Option available through
Microsoft Teams
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Meeting ID: 254 703 504 397
Passcode: GfNHbY

AGENDA

1. Call to Order
2. Roll Call
3. Public Input
4. Motion to approve May 19, 2025, minutes
5. Executive Director report
6. Discussion Executive Director Performance Evaluation
7. Executive Session if needed
8. Discussion and Recommendation to Full Commission the Formation of a Transportation Safety Committee
9. Other
 - a. Next Meeting will be September 15, 2025 at 9:00 a.m.
10. Adjournment



TRI-COUNTY REGIONAL PLANNING COMMISSION

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EXECUTIVE BOARD MEETING

456 Fulton St. Suite 401

Peoria, IL 61602

Greg Menold, CHAIRMAN

**(Chuck Nagel, Camille Coates, Russ Crawford, Patrick Urich, Autum Jones,
John Kahl, and Danny Phelan)**

Monday, May 19, 2025 9:00 a.m.

MINUTES

1. Call to Order

Chairman Greg Menold called the meeting to order at 9:00 a.m.

2. Roll Call

Present: Greg Menold, Chuck Nagel, Camille Coates, Russ Crawford, Patrick Urich, John Kahl and Danny Phelan. Autum Jones was absent. Also present were Eric Miller, Ray Lees and Lori Reynolds from TCRPC.

3. Public Input: None

4. Motion to approve April 21, 2025, minutes

Chuck Nagel motioned to approve the April 21, 2025 minutes, and Russ Crawford seconded the motion. Motion carried.

5. Executive Director Report

- a. Eric Miller reported that staff is gearing up for IDOT 3-C contract, the annual MPO contract due at the beginning of July.
- b. Safe Streets for All final public meeting in East Peoria on May 29. Plan will be on next Commission agenda for approval, enabling communities to apply for safety implementation money. Projects are due to federal government by end of June.
- c. Outreach to counties with housing assessment plan, looking for coal transition funds for seed money. Eric met with Mike Deluhery and Scott Sorrell last week to discuss. Once funds are available, discussion will continue.
- d. Brownfield assessments are underway, first assessment is PNC Bank building. Will go back to EPA to ask to amend the contract. Consultant didn't write in 15% administrative fee of \$65,000 over 4 years to pay for Ray Lees' time while he works on the contract.
- e. RFPs received really good response for the Peoria County Comprehensive Land Use and IL-29 Multimodal Corridor Plan.
- f. Special Transportation Studies proposals were due last Friday, will program \$150,000 for various smaller studies, will be graded by Technical Committee and will come to Executive Committee in July for awarding.

Patrick Urich stated the PNC Bank building RFP is out, Ray will look at the first phase of the assessment to see if there's anything that needs to get cleaned up.

6. **Discussion of Executive Director Review (update)**

Chuck Nagle stated the Personnel Committee met last month, they are behind on completing Eric's review.

- a. There has been discussion of template to use. A template used three cycles ago that the committee felt comfortable using 2/3 of it. Review will be completed by the end of June, and shared with Eric and the Executive Committee in July.
- b. A timeline will be set for future use by the incoming Personnel Committee members
- c. The template will be kept in the office for future committees

Russ stated the Executive board approves the review, the Commission does not technically approve, but should be made aware that the review has been completed. Danny suggested that completion be announced at Commission meeting in the Chairman's report, just as an informational item.

Greg Menold thanked the Personnel committee for their hard work in getting the template and setting the process up for success of future Personnel committee members.

Chuck stated this review will be completed by end of June, and Danny and committee will come up with future timeline. John Kahl stated that it should always be done by June 30, since the fiscal year begins July 1.

7. **Recommendation to the Commission, the approval of the FY26 Budget (Resolution 25-62)**

Russ Crawford motioned to recommend to the Commission the approval of the FY26 Budget. Danny Phelan seconded the motion.

Eric reported that this is a positive budget, with \$151,000 in revenue over expenses. The only possible change might be the addition of the CityLink contract, which would be \$65,000 in revenue. The budget is all good news for now.

Motion carried.

8. **Recommend to the Commission the approval of an amendment to the Employee Handbook, Parental Leave policy (Resolution 25-64)**

Chuck Nagel motioned to recommend to the Commission the approval of an amendment to the Employee Handbook, Parental Leave policy. Danny Phelan seconded the motion.

Eric reported that after the resolution was approved at the Commission meeting at the beginning of the month, an employee pointed out language that conflicted with the FMLA and our IMRF disability coverage. This resolution corrects that language, stating employees don't need to exhaust their PTO prior to applying for short-term disability, since employee must wait 30 days before applying for short-term disability. This change has been reviewed by IMRF, Guardian short-term disability, and our attorney.

John Kahl stated that he is not in agreement with paternal leave, due to the number of employees, should there be more than one staff member needing to take leave at the same time. Eric stated that there's really nothing we can do, we will get by with existing staff and interns.

Eric pointed out that this resolution states the change is retroactive to May 7, when the original resolution was approved.

Motion carried, with Russ Crawford and John Kahl voting Nay.

9. **Recommendation to the Commission, the approval of the Executive Director entering into an agreement with CityLink to provide technical services (Resolution 25-63)**

Chuck Nagel motioned to recommend to the Commission the approval of the Executive Director entering into an agreement with CityLink to provide technical services. John Kahl seconded the motion.

Eric reported that CityLink has been without a planner for approximately three years. Tri-County is prepared to fill that gap with planning and GIS services for \$68,000 for one year, renewable after one year with re-evaluation of scope and cost.

Motion carried.

10. **Other**

- a. Danny Phelan stated that he attended zoning and parking meetings in Peoria Heights and wanted to share that everyone spoke very highly of Tri-County.
- b. Danny asked what is the cost of the professional fees that employees need to pay up front. Eric stated usually around \$50-100, and reimbursement would be by the end of the month, or possibly even the following week, so as not to put too much strain on staff.
- c. Next meeting will be June 16, 2025 at 9:00 a.m.

9. **Adjournment**

Chuck Nagel motioned to adjourn, seconded by John Kahl. Meeting was adjourned at 9:29 a.m.

Submitted by: Eric Miller, Executive Director

Recorded and transcribed by: Lori Reynolds

To: Members of the Commission
From Eric W. Miller, Executive Director
Date: August 14, 2025
Subject: Executive Director Report for August, 2025

Project	Activity	Status
Administrative		
Headlines		
	Monitored Presidential Executive Orders regarding Federal Funding	Ongoing
	Attended Pekin Chamber of Commerce Transportation Committee re Veterans Drive	Ongoing
	Discussion with EPA regarding Brownfields Assessment Grant and administrative costs	Ongoing
	Submitted housing study grant application to the USDA	Ongoing
	Discussion with GPEDC, Peoria County and Tazewell County re use of energy transition funds for housing	Ongoing
	Ongoing discussion with consultant regarding IL 29 viaduct replacement	Ongoing
Personnel		Complete
	Internal update to Salary and benefits study	Ongoing
	Updates to Employee Handbook as a result for input from Personnel Committee	Ongoing
Website	Content review of website.	Ongoing
Planning Issues		
Illinois River Issues		
	Started Discussion regarding Regional Strategic Planning Session on the Environment	Ongoing
	Met with USACE and local stakeholders re: beneficial use of dredge material	
HUD Healthy Homes	Work Ongoing	Ongoing
Water Supply Planning	Work has commenced	Ongoing
Watershed Planning	Kickapoo Creek Watershed Plan, work is ongoing	Ongoing
EPA Brownfield Assessment	Work has commenced, first project is the PNC bank building owned by City of Peoria	Ongoing
Peoria County Comp Plan	Consultant Selection	Ongoing
GIS Projects/ Asset Management		
Village of Elmwood	Dunlap	Ongoing
Washburn	Peoria Heights	Ongoing
Minonk	Village of North Pekin	Ongoing
Delavan	Village of Washburn	Ongoing
North Pekin	Peoria Park District	Ongoing
El Paso	Tremont	Ongoing
Hollis Park District	Hanna City	Ongoing
Chillicothe	Creve Coeur	Ongoing
Logan County GIS technical assistance	contract extension executed	Ongoing
MPO/Transportation		
Technical Committee	Prepare agenda for and coordination for Technical Meetings	ongoing
Transportation Improvement Program	FY 25 TIP amendments	Ongoing
	Creation of web based TIP document	Ongoing
2045 Long Range Transportation Plan Update	Plan is adopted	Ongoing
Highway Safety Improvement Program Guardrails	Engineering phase complete, working on continued complete funding for project	Ongoing
	Submitted IL HSIP Grant for continued guardrail funding.	
Active Transportation Planning	Work with various Stakeholders, coordination of planning efforts	ongoing
Safe Streets for All SS4A plan	SS4A action plan adopted	Complete
	Developing structure for ongoing transportation Safety Committee	Ongoing
Special Transportation Studies		
FY24		
IL29 Viaduct CBA	Project Completed	Complete
Germantown Hills Trail feasibility Study	Project Completed	Complete
Peoria Heights Active Transportation Plan	Project Completed	Complete
Waverly Ave Traffic Study	Project Completed	Complete
FY25		
Bartonville Active Transportation plan	Work has commenced	Ongoing
City of Peoria Bike Plan update	Work has commenced	Ongoing
City of East Peoria Storm Sewer Inv.	Work has Commenced	Ongoing
Peoria Heights Parking Study	Work has commenced	Ongoing
State Planning and Research projects		
FY 23 State Planning and Research Funding		
Heart of Illinois Regional Port District Master Planning	Project Ongoing	Ongoing
Regional Community Planning	Project underway/ Executed No Cost contract extension with IDOT	Ongoing
East Peoria	Project Underway	Ongoing
Bartonville	Plan adopted by Village	Complete

Creve Coeur	Plan adopted by Village	Ongoing
Germantown Hills	Project Underway	Ongoing
Village of Brimfield	Project Underway	Ongoing
FY 24 State Planning and Research Funding	Bike and Ped counting equipment and consultant for Traffic Signal data collection-	Ongoing
	Consultant selection complete/ Negotiating Contract Scope, Equipment acquired	
FY25 State Planning and Research Funding		
IL 29 Multimodal Study	Scope Development. Consultant Procurement	Ongoing
HSTP/Transportation		
5310 program Grant		Ongoing
HSTP Plan	Commission Adopted Plan	Ongoing
HSTP meetings		Ongoing



MEMORANDUM

TO: Executive Board
FROM: Staff
SUBJECT: Formalization of Regional Transportation Safety Committee
DATE: August 18, 2025

Action needed:

Discussion and recommendation to the Full Commission on the establishment of the Regional Transportation Safety Committee.

Background:

Tri-County Regional Planning Commission's recently completed Comprehensive Safety Action Plan (CSAP) was funded by the U.S. Department of Transportation's Safe Streets and Roads for All (SS4A). The goal of the process was to improve roadway safety across the tri-county region and advance toward the Vision Zero goal of eliminating traffic fatalities and serious injuries by 2050.

During the development of the Tri-County CSAP, a Project Steering Committee was formed to provide expert input, review technical materials, and represent key stakeholder perspectives. This group proved valuable in aligning local and regional safety efforts and engaging the public in safety discussions.

Initial committee members represented the following organizations:

- Bicycle and Pedestrian Advocacy Groups
- Bradley University
- County Highway Departments
- Emergency Medical Services
- Federal Highway Administration (FHWA)
- Illinois Department of Transportation (IDOT)
 - Bureau of Planning (Central Office)
 - Bureau of Safety Programs & Engineering (Central Office)
 - Bureau of Local Roads & Streets (District 4)
- Illinois Law Enforcement Training & Standards Board
- Illinois State Police
- Mass Transit District
- Municipal Fire Departments
- Municipal Police Departments
- Municipal Public Works Departments
- Regional Insurance Representative
- School Districts

Proposed Committee Role:

It is proposed that the Regional Transportation Safety Committee conduct the following:

1. Guide Implementation Efforts
 - a. Advise on priority projects, programs, and policies to carry out CSAP recommendations.
 - b. Assist with Safe Routes to School grant applications, such as assistance with conducting the required Parent Surveys.
 - c. Support coordination between jurisdictions, agencies, and community organizations.
2. Monitor Plan Progress and Regional Crash Data
 - a. Review annual crash data and performance metrics.
 - b. Identify emerging safety challenges and recommend responsive strategies.
3. Assist with MPO Transportation Safety Performance Measures
 - a. Contribute to the annual reporting on federally required transportation safety performance measures (PM1).
4. Maintain Public Dialogue on Roadway Safety
 - a. Serve as a regional forum for discussing roadway safety trends and best practices.
 - b. Seek funding for public awareness and safety demonstration projects.

Proposed Committee Deliverables:

It is proposed that the Regional Transportation Safety Committee deliver the following:

1. Update and maintain regional crash dashboard
2. Develop an annual report summarizing regional crash trends, progress towards Vision Zero, and implementation status of the Tri-County CSAP
3. Develop and recommend the Commission's federally required annual safety performance measure reporting
4. Conduct Safe Routes to School Parent Surveys
5. Engage the public and stakeholders through outreach and education

Structure and Governance:

It is proposed that the Regional Transportation Safety Committee be structured and governed as follows:

- Chair and Vice Chair: Elected every other year for a two-year term
- Membership: 21-member board appointed by the Commission
- Meetings: Held at least quarterly
- Reporting: Provide annual summary of regional crash trends and progress toward Vision Zero goals

Membership Composition:

It is proposed that the Regional Transportation Safety Committee be comprised of the following six membership categories with their specified member count. Example member representation is provided for each category.

- **Advocacy & Community – 2 positions**
 - Advocacy groups
 - Interested citizens
 - Neighborhood associations
 - Bicycle & pedestrian organizations
- **Business, Industry, & Media – 3 positions**
 - Chambers of Commerce
 - Freight/transportation companies
 - Insurance providers
 - Newspaper, radio, & TV stations
- **Education & Training – 3 positions**
 - Regional Offices of Education
 - Special Education Associations
 - K-12 schools
 - Colleges & universities
- **First Responders & Enforcement – 5 positions**
 - County Coroner's Offices
 - EMS
 - Fire
 - Police
- **Human Services – 3 positions**
 - Health departments
 - Hospitals & clinics
 - Legal service agencies
 - Social service agencies
- **Transportation & Infrastructure – 5 positions**
 - Highway departments
 - Public works departments
 - Public transit agencies
 - IDOT (Central & District 4)

Draft Bylaws of the Regional Transportation Safety Committee:

Bylaws for the Regional Transportation Safety Committee of the Tri-County Regional Planning Commission

Article I – Name

The name of this Special Committee of the Tri-County Regional Planning Commission, hereinafter referred to as the “Commission”, is the “Regional Transportation Safety Committee”, hereinafter referred to as the “Committee”.

Article II – Authority & Relationship to the Commission

The Committee is established by the Commission, which is the designated Metropolitan Planning Organization (“MPO”) for the Peoria-Pekin urbanized area. The Committee works under the direction of the “Full Commission”, which serves as both the Commission’s full board and the Policy Committee for the MPO. The Committee provides transportation safety expertise and prepares, reviews, and recommends action to the Full Commission for their approval. These Bylaws shall be consistent with the Bylaws of the Tri-County Regional Planning Commission.

Article III – Purpose

The Committee shall serve as the regional forum for advancing roadway safety, guiding the implementation of the *Tri-County Comprehensive Safety Action Plan* (CSAP), and supporting TCRPC in meeting transportation safety performance measure requirements.

Primary responsibilities include:

1. Implementation Guidance
 - a. Guide the implementation of the CSAP.
 - b. Provide direction for transportation safety program grants administered by the Commission by serving as steering committee for all regional transportation safety campaigns and projects.
 - c. Provide safety review and policy recommendations for the planning, design, and implementation of transportation safety projects.
 - d. Recommend and prioritize corrective actions regarding regional transportation safety issues.
2. Performance Monitoring
 - a. Maintain records of all fatal and serious injury crashes within the Tri-County region of Peoria, Tazewell, and Woodford counties.
 - b. Review and assess regional crash data and identify safety trends.
 - c. Monitor CSAP progress with relation to the Safe System Approach, Safe Streets for All, and Vision Zero frameworks.
 - d. Emphasize significant regional transportation safety issues to the Technical Committee and Commission.

3. Safety Targets

- a. Assist the MPO in the development of federally required transportation safety performance measures (PM1).
- b. Develop an annual report summarizing regional crash trends, progress towards Vision Zero, and implementation status of the Tri-County CSAP.

4. Public Engagement

- a. Foster community dialogue and promote safe driving, walking, and bicycling practices.
- b. Conduct training and education on best practices, proven safety countermeasures, and state and federal policy.
- c. Provide recommendations for the encouragement and education of the public regarding transportation safety.
- d. Share appropriate transportation safety documents and resources with the public.

Article IV – Membership

Membership shall be governed by the Commission and reflect the various aspects of transportation safety interests and issues to ensure related challenges and opportunities are considered in their broadest context. The Committee shall be made up of a 21-member board as outlined in the table below:

Category	Positions
Advocacy & Community	2
Business, Industry, & Media	3
Education & Training	3
First Responders & Enforcement	5
Human Services	3
Transportation & Infrastructure	5

To ensure diverse representation or to fill subject matter gaps, the Commission can add additional members to the Committee by Resolution that justifies why over 21 members are needed. Such a resolution shall be passed with two-thirds (2/3) vote and constitute as an amendment of these bylaws. The fully executed resolution should be attached to the official Committee records.

Alternative representatives are allowed, provided that such appointments are submitted in writing with the name of the alternate and the time period of such appointment. Only one alternate is allowed per member. If the alternate attends with the representative, the alternate may sit at the table and participate in the discussion; however, an alternate may not make motions or vote.

Article V – Officers

The officers of the Committee shall be the Chair, Vice Chair, and Secretary. The Secretary shall be a staff member as designated by the Executive Director of the Commission. The terms of Office shall be two years following the Commission's Fiscal Year.

The duty of the Chair is to preside over meetings, set agendas with Commission staff, and represent the Committee as needed. The duty of the Vice Chair is to perform the duties of the Chair in their absence. The duty of the Secretary is ensuring meetings are organized, meeting minutes are taken, Committee records are maintained, and legal requirements are upheld. The Secretary position is non-voting and does not count toward the 21-member total.

Article VI – Elections

The Committee shall elect a Chair and Vice Chair among its members in good standing for a two-year term following the Commission's Fiscal Year. The Chair shall appoint a Nomination Committee to make nominations for these elections. Officers shall be elected by a majority vote of the quorum present.

Article VII – Meetings

It is the intent that the Committee meet as needed and follow the Illinois Open Meetings Act. There shall be an established quarterly meeting place, date, and time for the Committee, with additional meetings scheduled as necessary. At a minimum, the Committee shall meet annually to discuss the federally required transportation safety performance measures.

Notice of all meetings is to include an agenda and shall be made available by the Secretary to all members, including prior meeting minutes.

A quorum for any meeting is a majority of the Committee Members. When a quorum is not present and a legal meeting has been called, only informational items may be discussed, and votes may not be taken. The Committee shall be governed by Robert's Rules of Order, latest edition.

Article VIII – Voting

Each member shall cast one vote that complies with the Illinois Open Meetings Act. Voting shall be by voice vote or roll call if called for by a Member. A record of the vote shall be kept as part of the meeting minutes, including the tally and method (voice or roll call). A simple majority is required to pass all motions. All recommendations will be forwarded to the MPO Technical Committee and Full Commission by the Secretary for their consideration.

Reconsideration of prior approved motions can be called by a member who voted in the affirmative of the original question. A motion to reconsider a previous motion requires a majority vote to approve. If approved, the original questions can be discussed and a

change or new motion can be adopted by a two-thirds (2/3) affirmative vote of the quorum present, or in the alternative it can be added to the agenda for the next meeting for consideration and vote. If a new motion or change fails to obtain such a two-thirds (2/3) affirmative vote, then the original motion remains valid.

Article IX – Subcommittees

The Chair may from time to time establish ad-hoc or advisory subcommittees to advise the Committee on specific issues.

Article X – Records

Minutes of all meetings shall be maintained by the Secretary and distributed to all representatives prior to the next regularly scheduled meeting. Additionally, the Secretary shall maintain the official records and permanent files of the Committee.

Article XI – Deliverables

The Committee shall provide, with support from Commission staff:

1. Update and maintain regional crash data.
2. An annual report summarizing crash trends, progress towards safety goals, and implementation status of CSAP recommendations.
3. Develop and recommend to the MPO Technical Committee and Commission the federally required annual safety performance measure.

Some additional, but not required deliverables are:

1. Conduct annual Safe Routes to School Parent Surveys.
2. Engage the public and stakeholders through outreach and education.

Article XII – Amendments

Amendments may be made to these Bylaws at any legally called meeting where a quorum is present. Such Amendments proposed to be considered at a meeting shall have been included as an agenda item in the notice of meeting. A two-thirds (2/3) vote is required to amend the Bylaws. These bylaws shall be reviewed at least every ten years.