# TRI-COUNTY REGIONAL PLANNING COMMISSION

456 FULTON STREET, SUITE 420

PEORIA, IL 61602

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**Full Commission/Executive Board (in lieu of Lack of Quorum): July 2, 2025, 9:00 a.m.**

**MINUTES**

1. **Call to Order, Welcome, Recognition of Audience**

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

# **Roll Call**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Commissioner** | **Present** | **Absent** | **Commissioner** | **Present** | **Absent** |
| **Amanda Beadles**  Chillicothe | X |  | **Leon Ricca**  Bartonville | X |  |
| **Rita Ali**  City of Peoria | X |  | **Nate Parrott**  Morton | X |  |
| **Patrick Urich**  City of Peoria |  | X | **Autum Jones**  Woodford Co. | X |  |
| **Rick Powers**  City of Peoria |  | X | **Chuck Nagel**  Woodford Co. | X |  |
| **Terry Keogel**  Creve Coeur |  | X | **Camille Coates**  Peoria Co. | X |  |
| **John Kahl**  East Peoria | X |  | **Danny Phelan**  Peoria Co. | X |  |
| **Karl Figg**  Germantown Hills | X |  | **Russ Crawford**  Tazewell Co. | X |  |
| **Matt Wigginton**  Peoria Heights | X |  | **Greg Menold**  Tazewell Co. | X |  |
| **Mary Burress**  City of Pekin |  | X | **Don Knox**  CityLink |  | X |
| **Lilija Stevens**  Washington |  | X | **Karen Dvorsky**  IDOT | X |  |
| **James Dillon**  West Peoria | X |  |  |  |  |

~ = Virtual participant

Also Present: Ray Lees, Rebecca Eisele, Eric Miller, Michael Bruner, Isaiah Hageman, Else Hayes, Adam Crutcher, Gavin Hunt and Lori Reynolds, TCRPC; and Doug DeLille, IDOT.

1. **Public Comment**

None.

1. **Motion to Approve the Meeting Minutes of June 4, 2025**

Autum Jones made a motion to approve the June 4, 2025 meeting minutes, seconded by John Kahl.

Motion carried.

1. **Chairman Report**

None

1. **Executive Director report**

Eric Miller reported the following:

* At last month’s meeting, the Safe Streets for All Plan was approved. Staff is developing structure for a Transportation Safety Committee and identifying members. Funding is being sought, with hopes of being funded through Safe Streets for All. We will have a progress report next month.
* Staff is working on submitting a Highway Safety Improvement Program (HSIP) for continued guardrail funding. The cost was too much for the funds we had available for the original round, so we applied for supplemental funding to make that project whole. Hopefully that will be approved.
* Staff is in the beginning stages of creating the Electronic Transportation Improvement Program which will help with the TIP amendments and processing through IDOT.
* Heart of Illinois Regional Port District Master Planning, which is an IDOT planning research funded project, is wrapping up. The document is nearly completed, and we will probably have a presentation to this board once it’s completed.
* We welcome Planner Gavin Hunt back from the Army National Guard after 16 months.

1. **Ways and Means Report**
   1. **Motion to approve the May 2025 Financial Statements and Billings (Resolution 26-01)**

John Kahl made a motion to approve the May 2025 Financial Statements and Billings. Nate Parrott seconded the motion.

Rebecca Eisele reported the following:

* Total Operating Cash at the end of the month was $1,005,090. Operating cash increased by $27,394 in May, compared to April.
* Total Accounts Receivable balance at the end of the month was $296,743. Of the A/R balance, $254,166 was federal funds, $38,104 was state funds, and $4,473 was local funds.
* Accounts Payable balance at the end of May was $121,049. Of that amount, $119,798 was unpaid pass-through expenses as of the end of May. The remaining Accounts Payable balance of $1,252 was regular monthly bills unpaid on the last day of the month.
* Total Revenue for May was $110,873.
* Total Expenses for May were ($121,450).
* May ended with a deficit of ($10,576).
* ($72,206) of local TCRPC funds have been used in FY25 for local matching funds for grants.
* Fiscal Year 2025 has a surplus of $145,161.

Motion carried.

1. **Administration**
   1. **Motion to approve** **authorization of the Executive Director to enter into an IT Administration, Web Hosting, and GIS server hosting agreement with IT Unified (Resolution 26-02)**

Leon Ricca made a motion to approve authorization of the Executive Director entering into an IT Administration, Web Hosting, and GIS server hosting agreement with IT Unified. Nate Parrott seconded the motion.

Michael Bruner presented the following:

Our yearly service agreement for an Information Technology (IT) consultant to oversee our network, computer hardware, and data hosting server needs.

On an annual basis, staff evaluates the Commission’s current IT services to ensure all needs are meeting or exceeding the Commission’s operational needs and goals.

The service agreement renewal includes

* + - IT Administration and Website Hosting,
  + Includes the Commission’s phone service, backup internet, website hosting, and IT support
    - GIS Server Hosting and Maintenance,
  + Includes server management, backups, firewall management, and remote VPN access
    - Cybersecurity Services, and
  + Includes email spam filtering and cyber security education
    - Microsoft 365 subscription
  + Includes the Commission’s email and word processing needs

The cost of this contract has been accounted for in the Commission’s FY 2026 budget.

Amanda Beadles asked if a price comparison had been done regarding the cost of the IT services. Michael Bruner responded that yes, the procurement process had been completed approximately 5 years ago. Eric Miller added that the staff’s technology needs are greater, as are the cyber security threats, and having our one IT servicer is more cost effective than having one for each of our needs. They are very efficient, pointing out potential problems we weren’t aware of, and keeping us secure and up to date. Amanda was satisfied with the response.

Motion carried.

1. **Transportation**
   1. **Motion to approve the Transportation Improvement Program Amendments (Resolution 6-03)**
      1. Project S-25-10 Safety Improvements/Traffic Signal Modernization

Matt Wigginton made a motion to approve the Transportation Improvement Program Amendments. Russ Crawford seconded the motion.

Michael Bruner presented the following:

This is located in the City of Peoria at the intersection of US-150 (War Memorial Drive) and Willow Knolls Road. It involves traffic signal replacement and improvements, an eastbound turn lane extension, and a southbound turn lane addition.

This project was moved to the FY2026 Program. It is being updated to include a turn lane addition, with an increase of $497,000 in HSIP funding. It is currently scheduled for the November 7, 2025 letting.

Motion carried.

* 1. **Motion to approve the FY 2026 Special Transportation Studies awards (Resolution 26-04)**

Nate Parrott made a motion to approve the FY 2026 Special Transportation Studies awards. John Kahl seconded the motion.

Michael Bruner presented the following:

Beginning in FY 2016, Tri-County has set aside MPO funds to be programmed annually for local member jurisdictions in the Metropolitan Planning Area (MPA) to undertake consultant-led transportation planning projects.

$135,000 was available this year, and TCRPC received four funding requests from the April 16 – May 16 call for projects:

* + - City of Chillicothe – $65,000 – Sidewalk Inventory and Analysis
    - City of East Peoria – $40,000 – Stormwater Inventory and Analysis
    - Village of Germantown Hills – $50,000 – Active Transportation Plan
    - City of Peoria – $100,000 – Pavement Condition Index (PCI) Rating Update

The STS Review Committee (Wayne Aldrich and Jeff Gilles) scored them based on set evaluation criteria, prioritized them in a meeting with TCRPC staff (Michael Bruner and Adam Crutcher), and ultimately crafted a funding recommendation.

The four submitted projects total $255,000, exceeding the available $135,000 budget by $120,000. The top three projects, based on the committee’s averaged scores, total $155,000, just $20,000 over budget. Notably, the highest-ranked project includes a $10,000 local contribution. You can find the project rankings in your packet.

To bring the total closer to the available funds, the budgets for the second- and third-ranked projects were each reduced by $10,000, with the recommendation that the shortfalls be covered by local contributions.

The Review Committee recommends the following:

* + - Chillicothe: $55,000 in STS Funding and $10,000 in local contribution
    - East Peoria: $30,000 in STS Funding and $10,000 in local contribution
    - Germantown Hills: $50,000 in STS Funding and $10,000 in local contribution
  + This project was the one with the $10,000 local contribution built in

Motion carried.

1. **Planning**
   1. **Motion to approve authorization of the Executive Director to enter into an agreement with the selected consultant for the Peoria County Comprehensive Land Use Plan (Resolution 26-05)**

John Kahl made a motion to approve authorization of the Executive Director to enter into an agreement with the selected consultant for the Peoria County Comprehensive Land Use Plan. Leon Ricca seconded the motion.

Michael Bruner presented the following:

Resolution 25-25 authorized the Executive Director to enter into a contract with Peoria County to administer and manage a consultant-led comprehensive land use planning process.

The Peoria County contract funds both the selected consultant and reimbursed the Commission for staff time associated with procuring and administering the planning process.

The Commission issued a RFP on Friday, April 11, 2025, with submissions due on Monday, May 12, 2025. A total of six proposals were submitted in response to the RFP.

A selection Committee comprised of Peoria County Planning and Zoning Staff and Commission staff review and graded each submission. From the process, the top three submissions were selected and invited to participate in the interview process.

From the virtual consultant interviews, Planning NEXT was the winning firm and invited to participate in contract negotiations. Planning NEXT has provided an acceptable scope of services, timeline, and budget.

Staff request approval for Eric to execute a contract with the winning consultant, so the planning process can be started.

Motion carried.

1. **GIS** 
   1. **Motion to approve the Executive Director to purchase GIS software maintenance from ESRI and renew two Trimble Virtual Reference State network subscriptions (Resolution 26-06)**

Greg Menold made a motion to approve the Executive Director to purchase GIS software maintenance from ESRI and renew two Trimble Virtual Reference State network subscriptions. John Kahl seconded the motion.

Isaiah Hageman presented the following:

The use of GIS is essential to the daily workflow of Commission staff.

The Commission utilizes ESRI’s subscription-based GIS software that requires an active maintenance agreement to receive updates and technical support.

The Commission also utilizes two Virtual Reference Station (VRS) network subscriptions from Trimble to ensure sub-centimeter accuracy.

Adequate funding for these expenses is included in the Computer Software and Service line item of the Commission’s FY 2026 budget.

Danny Phelan asked how many municipalities utilize these services. Isaiah responded that

Motion carried.

1. **Updates**
   1. IDOT – Doug DeLille stated the only thing he is aware of is August 1st there is supposed to be an open call for projects for the Safe Routes to School program.
   2. FHWA – none.

Eric Miller stated that if anyone needs assistance with Safe Routes to School application, staff would be happy to take a look and talk about ideas. It is important for Tri-County to be represented in these statewide calls for projects.

1. **Other**
   1. Next meeting is scheduled for July 2, 2025, at 9:00 a.m.
   2. Ray Lees invited anyone interested in learning more about the PNC contract and the EPA Phase One

involving the PNC project to talk to him.

1. **Adjournment**

Autum Jones motioned to adjourn. Danny Phelan seconded the motion, and the meeting adjourned at 9:23 a.m.

Submitted by Eric Miller, Executive Director

Recorded Michael Bruner, Senior Planner

Transcribed by Lori Reynolds, Office Administrator