

**AGENDA
CHILLICOTHE CITY COUNCIL
CITY COUNCIL CHAMBER
APRIL 27, 2026
7:00 P.M.**

**CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL BY CLERK
READING OF MINUTES OF PREVIOUS MEETING BY CLERK
PETITIONS AND COMMUNICATIONS BY CLERK
PETITIONS AND COMMUNICATIONS FROM THE MAYOR AND ALDERPERSON
COUNCIL COMMITTEE COMMUNICATIONS
ANYONE WITH BUSINESS CONCERNING CITY GOVERNMENT
PRESENTATION OF BILLS, TRANSFERS AND PAYROLLS FOR PAYMENT AND DISCUSSION**

MAYOR HUGHES

Accept – Resignation Alderperson Semtner – Mayor Pro Tem

FINANCE COMMITTEE – ALDERPERSON CRABTREE

Approve – I3 Broadband Agreement – Phones

ECONOMIC DEVELOPMENT COMMITTEE – ALDERPERSON CONNOR

Approve – Fireworks Donation 2026

Approve Agreement – TWM-ITEP grant application submission

Approve – Façade/Mural – Tin Top/River Corridor Walkway

Approve – TCRPC-Chillicothe Sidewalk Inventory and Priority Project

Approve – 1249 Fourth Street - Attorney notification - Response deadline date

STURGEON LANE PROPERTY COMMITTEE – ALDERPERSON CRABTREE

Approve – Payment - Schaefer & Son's – Demolition

PUBLIC SAFETY COMMITTEE – ALDERPERSON BREDEMAN

Approve – Not For Profit Special Event Application With Liquor – Summer Camp

CEMETERY & PARKS COMMITTEE – ALDERPERSON LEVELL

Refer – City Attorney – Draft Ordinance Amending Cemetery Fees

Approve – Expenditure – Picket Fence – Planters

Approve – Hiring Season Part Time Employee – James Fennell

ADJOURNMENT

AGENDA CLERK

**CITY OF CHILLICOTHE
COUNCIL MEETING
MINUTES OF A REGULAR MEETING
APRIL 27, 2026**

A regular meeting of the City Council of the City of Chillicothe, Peoria County, Illinois, met in Regular Session in person April 27, 2026 at 7:00 P.M. with Mayor Michael D. Hughes presiding and with proper notice having been posted.

Mayor Hughes called the meeting to order at 7:00 P.M.

The Pledge of Allegiance, to the Flag of the United States of America, was recited.

Chairman Hughes directed Clerk Byrnes to take roll.

Present:
Mayor Michael D. Hughes
City Clerk Jill M. Byrnes
City Treasurer Andrea Bredeman

Alderspersons Present:
Barry Bredeman, Brett Cantwell,
Patricia Westerman-Connor, Michael Crabtree,
Courtney Gehrig, Patrick Semtner, Gary Sharp

Alderspersons Absent:
Sandi Levell

Also Present:
City Attorney Kevin Day
Attorney Taylor Cascia
Police Chief Jeremy Cooper
Economic Development Director Amanda Beadles
Superintendent of Public Works Shawn Sutherland

Others Absent:
Office Manager Denise Passage
Assistant Office Manager Chelsea White

Chairman Hughes declared a Quorum present

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The Minutes of the Regular Council Meeting on April 13, 2026 were presented. Motion Alderperson Semtner, second Alderperson Sharp, that the Council dispense with the reading of the Minutes of the April 13, 2026 Regular Council Meeting and approve the Minutes as presented.

Motion Carried Via Voce vote.

PETITIONS AND COMMUNICATIONS BY THE CLERK:

Clerk Byrnes presented the following Committee and Commission Minutes:

- 1. Judicial Committee – 3/31/2026**
- 2. Sturgeon Lane Property Committee – 4/13/2026**
- 3. Economic Development Committee – 4/14/2026**
- 4. Finance Committee – 4/15/2026**
- 5. Shademakers Committee – 4/21/2026**
- 6. Public Works Committee – 4/22/2026**

Communications by the Clerk:

None

Motion Alderperson Bredeman, second Alderperson Connor, that the petitions and communications as presented by Clerk Byrnes be accepted and placed on file.

Motion Carried Via Voce vote.

PETITIONS AND COMMUNICATIONS FROM THE MAYOR AND ALDERPERSONS:

None

COUNCIL COMMITTEE COMMUNICATIONS:

Alderperson Connor informed the Council that the spring planters, with the help of the Public Works Department will be planted May 8, 2026.

ANYONE WITH BUSINESS CONCERNING CITY GOVERNMENT:

Ray Trapp, 25238 Spring Creek Road, Washington, Trapp Electric, stated he was attending tonight's meeting at the request of Mayor Hughes to discuss the benefits of local businesses installing electric charging stations. Mr. Trapp was informed this topic will be referred to the Public Works Committee. Mr. Trapp was asked to attend the Public Works Committee meeting Wednesday May 6, 2026 at 4:30 p.m., where this topic will be discussed further. Mr. Trapp delivered his printout information to Superintendent Sutherland for that upcoming meeting.

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Motion Alderperson Crabtree, second Alderperson Bredeman, that the bills as presented be paid and the payrolls and transfers be approved.

Roll Call Vote was:

Ayes: Bredeman, Cantwell, Connor, Crabtree,
Gehrig, Semtner, Sharp

Nays: None

Chairman declared motion carried.

Mayor Hughes announced that the Public Safety Committee Agenda item- Approve Not For Profit Special Event Application With Liquor – Summer Camp will be moved up due to audience members in attendance to discuss this agenda item.

PUBLIC SAFETY COMMITTEE:

Motion Alderperson Bredeman, second Alderperson Crabtree, that the Council approve the Not-for-Profit Special Event Application with Liquor for Summer Camp as presented.

Discussion: Chief Cooper addressed the Council stating the reason this year's Special Event Request is significant is because the City has not yet received any emergency medical/safety plans on how Summer Camp will be staffed this year. In past years, the OSF Level 1 Trauma Team has been on-site at Summer Camp treating approximately 400 individuals over the 3 day event with a very small number being transported to OSF Hospital, due to the expertise of the OSF Trauma Team staff on-site. Chief Cooper stated his last communication with event promoter Ian Goldberg was that if he will not be entering into an agreement with OSF, Mr. Goldberg would need to provide a secondary plan to the City for emergency medical services. The deadline for receipt of that plan was Thursday April 23, 2026, to date no communication has been received. Chief Cooper stated it was his understanding that if Mr. Goldberg was to enter into an agreement with OSF, that deadline date from OSF was Friday April 24, 2026, and to date there has been no communication from Mr. Goldberg to OSF regarding that agreement. Chief Cooper emphasized that without appropriate medical staffing this could potentially be a significant strain on local resources trying to assist at the festival and also respond to any local emergencies. It would deplete the City's local resources for EMS and likely overwhelm the local hospitals. Chief Cooper asked the Council to take into consideration these potential issues that without appropriate emergency medical staffing at Summer Camp before voting on this Special

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Event Request. Jon Quast, OSF Region 2 Response Team stated that generally a medical staffing plan is in place 2 months prior to an event. Mr. Quast also stated there are no equivalent emergency medical staffing organizations in the immediate area that Mr. Goldberg could utilize. Mr. Goldberg did mention to Chief Cooper that he was exploring the use of other medical personal that had been used at festival events, upon investigation Chief Cooper discovered this organization relied heavily on volunteer paramedics and local ambulance services, none of which the City is able to provide for 400+ patients. A concern was mentioned that if the City Council denies this request would there be any liability for Three Sisters Park, City Attorney Day stated that if the request is denied by City Council and Three Sisters Park decided to allow the event any liability would be on their liquor license. Mayor Hughes would have the option per City Code to temporally suspend Three Sisters, SLG Cohen Liquor License until there was compliance with an appropriate emergency medical staffing plan. The City has the ability to control this type of event under our zoning and liquor license codes, and Summer Camp is required to enter into a security plan with Three Sisters Park to hold that event on their property. Per Attorney Day there is liability to the City if allowing the event to proceed if the Chief of Police is indicating there is a significant safety concern with inadequate medical staffing for 400+ cases being treated. Chief Cooper added that in the event the City decided to temporarily suspend Three Sisters, SLG Cohen's liquor license that would have no negative effect on SLG Cohen's liquor license beyond the Summer Camp event dates.

Roll Call Vote was:

Ayes: **None**

Nays: **Bredeman, Cantwell, Connor, Crabtree,
Gehrig, Semtner, Sharp**

Chairman declared motion failed.

MAYOR HUGHES:

Motion Alderperson Gehrig, second Alderperson Bredeman, that the Council approve the resignation of Patrick Semtner as Mayor Pro Tem effective April 13, 2026.

Discussion: Alderperson Sharp thanked Alderperson Semtner for his time in service as Mayor Pro Tem.

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Roll Call Vote was:

Ayes: Bredeman, Cantwell, Connor, Crabtree,
Gehrig, Semtner, Sharp

Nays: None

Chairman declared motion carried.

FINANCE COMMITTEE:

Motion Alderperson Crabtree, second Alderperson Sharp, that the Council approve the agreement between the City of Chillicothe and i3 Broadband for phone service for City Hall and Police & Fiber Internet service for City Hall and authorize the Mayor and City Staff to take reasonable and prudent actions to execute the agreement.

Roll Call Vote was:

Ayes: Bredeman, Cantwell, Connor, Crabtree,
Gehrig, Semtner, Sharp

Nays: None

Chairman declared motion carried.

ECONOMIC DEVELOPMENT COMMITTEE:

Motion Alderperson Connor, second Alderperson Gehrig, that the Council approve an expenditure of \$3,000.00 payable to Chillicothe 4th of July, for a donation for fireworks. Payable from the General Fund – Economic Development Department.

Note: Per budget session, 2026-2027 has been budgeted for \$3,500.00 payable April 2027.

Discussion: EDC Director Beadles explained that the \$3,500.00 for April 2027 that has been budgeted, however before a final decision on the amount is made it will be further discussed in upcoming EDC Committee meetings prior to April 2027.

Roll Call Vote was:

Ayes: Bredeman, Cantwell, Connor, Crabtree,
Gehrig, Semtner, Sharp

Nays: None

Chairman declared motion carried.

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Motion Alderperson Connor, second Alderperson Gehrig, that the Council approve the TWM agreement between the City of Chillicothe and TWM for engineering services not to exceed \$5,000.00 for the completion of the ITEP application and authorize the Mayor and City Staff to take the reasonable and prudent actions necessary for execution of the agreement.

Note: If the City is awarded the ITEP grant an additional 22k will need to be budgeted for design in the 2027-2028 fiscal year and an additional \$178k for the 2028-2029 fiscal year.

Discussion: EDC Director Beadles explained that per the handouts (see attached) this grant would be for the completion of section E on the map and the \$5,000.00 has been budgeted for.

Roll Call Vote was:

Ayes: Bredeman, Cantwell, Connor, Crabtree,
Gehrig, Semtner, Sharp

Nays: None

Chairman declared motion carried.

Alderperson Connor announced that she would be withdrawing Agenda item #3 – Façade/Mural – Tin Top/River Corridor Walkway from tonight’s meeting and will bringing it back at a later date.

Motion Alderperson Connor, second Alderperson Sharp, that the Council approve the Authorization to Proceed with the agreement from Tri-County Regional Planning Commission for the City of Chillicothe Sidewalk Inventory and Prioritized Improvement Plan and authorize the Mayor and City Staff to take the reasonable and prudent actions necessary for execution of the agreement. (See attached)

Note: The project to be completed no later than December 31, 2026. There is no cost to the City.

Roll Call Vote was:

Ayes: Bredeman, Cantwell, Connor, Crabtree,
Gehrig, Semtner, Sharp

Nays: None

Chairman declared motion carried.

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Motion Alderperson Connor, second Alderperson Bredeman, that the Council authorize the City Attorney to prepare and send a certified letter, with return receipt requested, to Chris Atkinson establishing a specified response deadline to formally accept the awarded RFP for the property located at 1249 N. 4th Street. Failure to respond and accept the terms by the stated deadline shall result in forfeiture of the property award.

Roll Call Vote was:

Ayes: Bredeman, Cantwell, Connor, Crabtree,
Gehrig, Semtner, Sharp

Nays: None

Chairman declared motion carried.

STURGEON LANE PROPERTY COMMITTEE:

Motion Alderperson Crabtree, second Alderperson Sharp, that the Council approve the expenditure of \$33,300.00, payable to Schaefer & Son Construction for the demolition of the structures at the Sturgeon Lane Property. Payable from the General Fund.

Roll Call Vote was:

Ayes: Bredeman, Cantwell, Connor, Crabtree,
Gehrig, Semtner, Sharp

Nays: None

Chairman declared motion carried.

Motion Alderperson Connor, second Alderperson Bredeman, to allow Alderperson Crabtree to read the Cemetery & Parks Committee motions in the absence of Alderperson Levell.

CEMETERY & PARKS COMMITTEE:

Motion Alderperson Crabtree, second Alderperson Gehrig, that the Council instruct the City Attorney to draft an Ordinance amending the cemetery fees as follows, and amend the requirements of the code.

Discussion: Alderperson Connor and Alderperson Semtner both stated they were not in favor of any price increases for residents of the City, any price increases should be imposed on non-residents only.

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*Additional burials on one grave will be charged \$50.00 multi-use fee in lieu of purchase separate grave.

*Additional burial fee \$50.00 from December 20-March 20 Winter Rate.

Roll Call Vote was:

Ayes: Bredeman, Cantwell, Crabtree,
Gehrig, Sharp

Nays: Connor, Semtner

Chairman declared motion carried.

Motion Alderperson Crabtree, second Alderperson Bredeman, that the Council approve an expenditure of \$1,792.00, payable to Picket Fence for the spring planting of the planters. Payable from the General Fund.

Roll Call Vote was:

Ayes: Bredeman, Cantwell, Connor, Crabtree,
Gehrig, Semtner, Sharp

Nays: None

Chairman declared motion carried.

Motion Alderperson Crabtree, second Alderperson Gehrig, that the Council approve the hiring of James Fennell, for a part-time seasonal position, at an hourly rate of \$17.00, subject to pre-employment testing.

Roll Call Vote was:

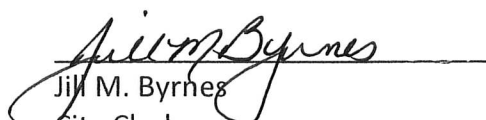
Ayes: Bredeman, Cantwell, Connor, Crabtree,
Gehrig, Semtner, Sharp

Nays: None

Chairman declared motion carried.

Motion Alderperson Gehrig, second Alderperson Connor, that the meeting adjourn at 7:41 p.m.

Mayor Hughes declared the meeting adjourned.


Jill M. Byrnes
City Clerk

City of Chillicothe

Illinois Transportation Enhancement Program (ITEP)

Grant Opportunity

Important Consideration

This may be one of the final opportunities for the City to secure ITEP funding, as 2026 is the last year of the current federal Transportation Bill. The next federal Transportation Bill is expected to remove grant opportunities beyond its primary emphasis on roads and bridges, making this a time-sensitive opportunity.

Project Overview

The City of Chillicothe is looking to pursue ITEP funding to construct pedestrian improvements focused on Trail Segment "E". This segment continues on the previously completed Bradley/Cloverdale Road and continues to show the City's dedication to filling in their Bike Trail Master Plan. This is an imperative Segment for the Master Plan as it is the first Segment to cross Route 29 and the railroad.

Why This Project Matters

Continuing this multi-use trail along this corridor provides a critical east-west connection that enhances both student safety, encourages walking and biking for local families, and enhances general community connectivity. The proposed path links residential areas with nearby destinations, creating a safe, separate route for pedestrians and cyclists that reduces reliance on short vehicle trips and improves access for all ages and abilities. In addition, a safe bicycle crossing on Cloverdale Road was specifically identified at a Public Meeting by community members. Overall, this type of facility supports public health by encouraging active transportation, while also improving safety by minimizing conflicts with vehicular traffic on parallel roadways, strengthening economic vitality by making the area more attractive for residents and visitors alike.



Funding Summary – Total Project Cost of \$1.18M

City Investment by Year:

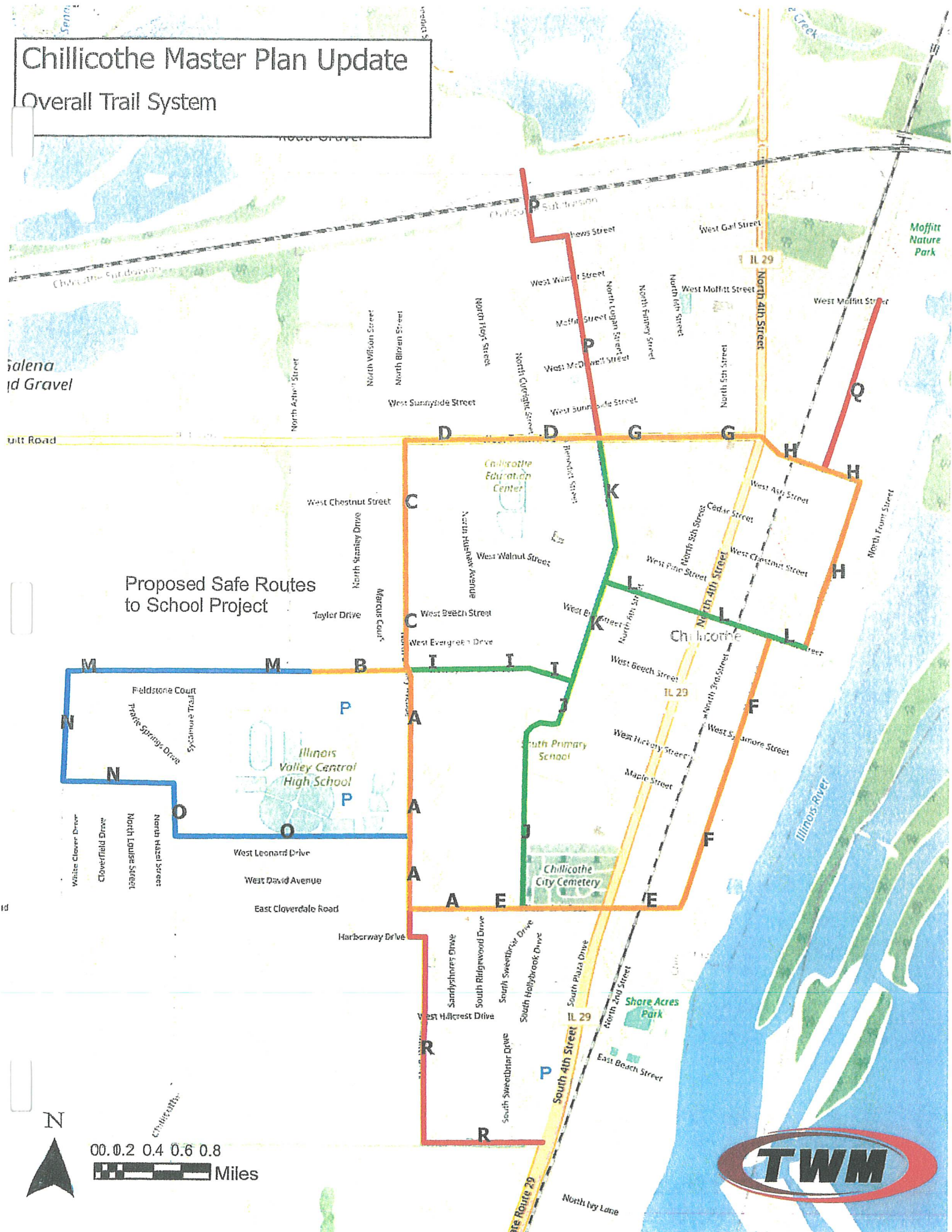
2026–27:	\$5K (Application)
2027–28:	\$22K (Design) [\$88k paid by Grant]
2028–29:	<u>\$178K (Construction) [\$890k paid by Grant]</u>
Total Project Cost:	\$205k [\$978k paid by Grant]

Chillicothe Master Plan Update

Overall Trail System

Proposed Safe Routes to School Project

0.0 0.2 0.4 0.6 0.8
Miles



**SHORT FORM OF AGREEMENT
BETWEEN OWNER AND ENGINEER
FOR PROFESSIONAL SERVICES**

THIS IS AN AGREEMENT effective as of _____ ("Effective Date") between **City of Chillicothe, IL** ("Owner") and **TWM, Inc.** ("Engineer").

Owner's Project, of which Engineer's services under this Agreement are a part, is generally identified as follows: **Chillicothe 2026 ITEP Application** ("Project").

Engineer's services under this Agreement are generally identified as ("Services"):

Prepare an ITEP Grant Application:

- Complete Application form (assume online application)
- Prepare Exhibits:
 - Project Schedule
 - Location Map *
 - Detailed Cost Estimate*
 - Photograph Exhibit
- Application Checklist
- Coordinate with City, collect necessary Signatures, etc
- Submit Application

Owner and Engineer further agree as follows:

1.01 Basic Agreement and Period of Service

- A. Engineer shall provide or furnish the Services set forth in this Agreement. If authorized by Owner, or if required because of changes in the Project, Engineer shall furnish services in addition to those set forth above ("Additional Services").
- B. Engineer shall complete its Services within the following specific time period:
 - **Assume Notice to Proceed on July 30, 2026.**
 - **Complete the work by September 30, 2026.**
- C. If, through no fault of Engineer, such periods of time or dates are changed, or the orderly and continuous progress of Engineer's Services is impaired, or Engineer's Services are delayed or suspended, then the time for completion of Engineer's Services, and the rates and amounts of Engineer's compensation, shall be adjusted equitably.

2.01 Payment Procedures

- A. *Invoices:* Engineer shall prepare invoices in accordance with its standard invoicing practices and submit the invoices to Owner on a monthly basis. Invoices are due and payable within 30 days of

Appendix 1, Standard Hourly Rates Schedule.

EJCDC® E-520, Short Form of Agreement Between Owner and Engineer for Professional Services.
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and American Society of Civil Engineers. All rights reserved.

receipt. If Owner fails to make any payment due Engineer for Services, Additional Services, and expenses within 30 days after receipt of Engineer's invoice, then (1) the amounts due Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day, and (2) in addition Engineer may, after giving seven days written notice to Owner, suspend Services under this Agreement until Engineer has been paid in full all amounts due for Services, Additional Services, expenses, and other related charges. Owner waives any and all claims against Engineer for any such suspension.

- B. *Payment:* As compensation for Engineer providing or furnishing Services and Additional Services, Owner shall pay Engineer as set forth in Paragraphs 2.01, 2.02 (Services), and 2.03 (Additional Services). If Owner disputes an invoice, either as to amount or entitlement, then Owner shall promptly advise Engineer in writing of the specific basis for doing so, may withhold only that portion so disputed, and must pay the undisputed portion.

2.02 *Basis of Payment—Lump Sum*

- A. Owner shall pay Engineer for Services as follows:

1. A Hourly Not to Exceed amount of **\$5,000**.
2. In addition to the Lump Sum amount, reimbursement for the following expenses: **None**.

- 2.03 *Additional Services:* For Additional Services, Owner shall pay Engineer an amount equal to the cumulative hours charged in providing the Additional Services by each class of Engineer's employees, times standard current hourly rates for each applicable billing class; plus reimbursement of expenses incurred in connection with providing the Additional Services and Engineer's consultants' charges, if any. Engineer's standard current hourly rates are available by request.

3.01 *Termination*

- A. The obligation to continue performance under this Agreement may be terminated:

1. For cause,
 - a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party. Failure to pay Engineer for its services is a substantial failure to perform and a basis for termination.
 - b. By Engineer:
 - 1) upon seven days written notice if Owner demands that Engineer furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or
 - 2) upon seven days written notice if the Engineer's Services are delayed for more than 90 days for reasons beyond Engineer's control, or as the result of the presence at the Site of undisclosed Constituents of Concern, as set forth in Paragraph 5.01.I.

- c. Engineer shall have no liability to Owner on account of a termination for cause by Engineer.
- d. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under Paragraph 3.01.A.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. For convenience, by Owner effective upon Engineer's receipt of written notice from Owner.

- B. In the event of any termination under Paragraph 3.01, Engineer will be entitled to invoice Owner and to receive full payment for all Services and Additional Services performed or furnished in accordance with this Agreement, plus reimbursement of expenses incurred through the effective date of termination in connection with providing the Services and Additional Services, and Engineer's consultants' charges, if any.

4.01 *Successors, Assigns, and Beneficiaries*

- A. Owner and Engineer are hereby bound and the successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by Paragraph 4.01.B the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.
- B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, money that is due or may become due) in this Agreement without the written consent of the other party, except to the extent that any assignment, subletting, or transfer is mandated by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.
- C. Unless expressly provided otherwise, nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Owner or Engineer to any Constructor, other third-party individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Engineer and not for the benefit of any other party.

5.01 *General Considerations*

- A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in

connection with any services performed or furnished by Engineer. Subject to the foregoing standard of care, Engineer and its consultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.

- B. Engineer shall not at any time supervise, direct, control, or have authority over any Constructor's work, nor shall Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a Constructor to comply with laws and regulations applicable to such Constructor's furnishing and performing of its work. Engineer shall not be responsible for the acts or omissions of any Constructor.
- C. Engineer neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish and perform its work.
- D. Engineer's opinions (if any) of probable construction cost are to be made on the basis of Engineer's experience, qualifications, and general familiarity with the construction industry. However, because Engineer has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, Engineer cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable construction cost prepared by Engineer. If Owner requires greater assurance as to probable construction cost, then Owner agrees to obtain an independent cost estimate.
- E. Engineer shall not be responsible for any decision made regarding the construction contract requirements, or any application, interpretation, clarification, or modification of the construction contract documents other than those made by Engineer or its consultants.
- F. Engineer acknowledges that Owner has right to ownership of all files paid for by Owner under this agreement. Said files shall be of sufficient number, quality, and extent in accordance with the professional standard of care, to allow Owner the continued working use of said files (assuming Owner is sufficiently knowledgeable on the required software), subject to receipt by Engineer of full payment due and owing for all Services and Additional Services relating to preparation of the documents and subject to the following limitations:
 - 1. Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and consultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the files without written verification, completion, or adaptation by Engineer; and
 - 2. Such limited license to Owner shall not create any rights in third parties.
- G. Owner and Engineer may transmit, and shall accept, Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website, in accordance with a mutually agreeable protocol.

- H. To the fullest extent permitted by law, Owner and Engineer (1) waive against each other, and the other's employees, officers, directors, members, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement or the Project, and (2) agree that Engineer's total liability to Owner under this Agreement shall be limited to \$100,000 or the total amount of compensation received by Engineer, whichever is greater.
- I. The parties acknowledge that Engineer's Services do not include any services related to unknown or undisclosed Constituents of Concern. If Engineer or any other party encounters, uncovers, or reveals an unknown or undisclosed Constituent of Concern, then Engineer may, at its option and without liability for consequential or any other damages, suspend performance of Services on the portion of the Project affected thereby until such portion of the Project is no longer affected, or terminate this Agreement for cause if it is not practical to continue providing Services.
- J. Owner and Engineer agree to negotiate each dispute between them in good faith during the 30 days after notice of dispute. If negotiations are unsuccessful in resolving the dispute, then the dispute shall be mediated. If mediation is unsuccessful, then the parties may exercise their rights at law.
- K. This Agreement is to be governed by the law of the state in which the Project is located.
- L. Engineer's Services and Additional Services do not include: (1) serving as a "municipal advisor" for purposes of the registration requirements of Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) or the municipal advisor registration rules issued by the Securities and Exchange Commission; (2) advising Owner, or any municipal entity or other person or entity, regarding municipal financial products or the issuance of municipal securities, including advice with respect to the structure, timing, terms, or other similar matters concerning such products or issuances; (3) providing surety bonding or insurance-related advice, recommendations, counseling, or research, or enforcement of construction insurance or surety bonding requirements; or (4) providing legal advice or representation.

6.01 *Total Agreement*

- A. This Agreement (including any expressly incorporated attachments), constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

7.01 *Definitions*

- A. *Constructor*—Any person or entity (not including the Engineer, its employees, agents, representatives, and consultants), performing or supporting construction activities relating to the Project, including but not limited to contractors, subcontractors, suppliers, Owner's work forces, utility companies, construction managers, testing firms, shippers, and truckers, and the employees, agents, and representatives of any or all of them.
- B. *Constituent of Concern*—Asbestos, petroleum, radioactive material, polychlorinated biphenyls (PCBs), hazardous waste, and any substance, product, waste, or other material of any nature

whatsoever that is or becomes listed, regulated, or addressed pursuant to (a) the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. §§9601 et seq. ("CERCLA"); (b) the Hazardous Materials Transportation Act, 49 U.S.C. §§5101 et seq.; (c) the Resource Conservation and Recovery Act, 42 U.S.C. §§6901 et seq. ("RCRA"); (d) the Toxic Substances Control Act, 15 U.S.C. §§2601 et seq.; (e) the Clean Water Act, 33 U.S.C. §§1251 et seq.; (f) the Clean Air Act, 42 U.S.C. §§7401 et seq.; or (g) any other federal, State, or local statute, law, rule, regulation, ordinance, resolution, code, order, or decree regulating, relating to, or imposing liability or standards of conduct concerning, any hazardous, toxic, or dangerous waste, substance, or material.

8.01 *Attachments: None.*

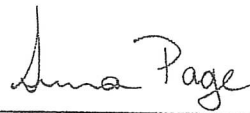
IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

Owner: City of Chillicothe, IL

Engineer: TWM, Inc.

By: _____

By: _____



Print name: _____

Print name: Serena Page, PE, PLS

Title: _____

Title: Peoria Branch Manager

Date Signed: _____

Date Signed: 4/27/26

Address for Owner's receipt of notices:

Address for Engineer's receipt of notices:

908 N Second Street

8911 N Prairie Pointe

Chillicothe, IL 61523

Peoria, IL 61615

Appendix 1, Standard Hourly Rates Schedule.

EJCDC® E-520, Short Form of Agreement Between Owner and Engineer for Professional Services.
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**SHORT FORM OF AGREEMENT
BETWEEN OWNER AND ENGINEER
FOR PROFESSIONAL SERVICES**

THIS IS AN AGREEMENT effective as of 4/27/2026 ("Effective Date") between **City of Chillicothe, IL** ("Owner") and **TWM, Inc.** ("Engineer").

Owner's Project, of which Engineer's services under this Agreement are a part, is generally identified as follows: **Chillicothe 2026 ITEP Application** ("Project").

Engineer's services under this Agreement are generally identified as ("Services"):

Prepare an ITEP Grant Application:

- Complete Application form (assume online application)
- Prepare Exhibits:
 - Project Schedule
 - Location Map *
 - Detailed Cost Estimate*
 - Photograph Exhibit
- Application Checklist
- Coordinate with City, collect necessary Signatures, etc
- Submit Application

Owner and Engineer further agree as follows:

1.01 Basic Agreement and Period of Service

- A. Engineer shall provide or furnish the Services set forth in this Agreement. If authorized by Owner, or if required because of changes in the Project, Engineer shall furnish services in addition to those set forth above ("Additional Services").
- B. Engineer shall complete its Services within the following specific time period:
 - **Assume Notice to Proceed on July 30, 2026.**
 - **Complete the work by September 30, 2026.**
- C. If, through no fault of Engineer, such periods of time or dates are changed, or the orderly and continuous progress of Engineer's Services is impaired, or Engineer's Services are delayed or suspended, then the time for completion of Engineer's Services, and the rates and amounts of Engineer's compensation, shall be adjusted equitably.

2.01 Payment Procedures

- A. *Invoices:* Engineer shall prepare invoices in accordance with its standard invoicing practices and submit the invoices to Owner on a monthly basis. Invoices are due and payable within 30 days of

Appendix 1, Standard Hourly Rates Schedule.

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receipt. If Owner fails to make any payment due Engineer for Services, Additional Services, and expenses within 30 days after receipt of Engineer's invoice, then (1) the amounts due Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day, and (2) in addition Engineer may, after giving seven days written notice to Owner, suspend Services under this Agreement until Engineer has been paid in full all amounts due for Services, Additional Services, expenses, and other related charges. Owner waives any and all claims against Engineer for any such suspension.

- B. *Payment:* As compensation for Engineer providing or furnishing Services and Additional Services, Owner shall pay Engineer as set forth in Paragraphs 2.01, 2.02 (Services), and 2.03 (Additional Services). If Owner disputes an invoice, either as to amount or entitlement, then Owner shall promptly advise Engineer in writing of the specific basis for doing so, may withhold only that portion so disputed, and must pay the undisputed portion.

2.02 *Basis of Payment—Lump Sum*

- A. Owner shall pay Engineer for Services as follows:

1. A Hourly Not to Exceed amount of **\$5,000**.
2. In addition to the Lump Sum amount, reimbursement for the following expenses: **None**.

- 2.03 *Additional Services:* For Additional Services, Owner shall pay Engineer an amount equal to the cumulative hours charged in providing the Additional Services by each class of Engineer's employees, times standard current hourly rates for each applicable billing class; plus reimbursement of expenses incurred in connection with providing the Additional Services and Engineer's consultants' charges, if any. Engineer's standard current hourly rates are available by request.

3.01 *Termination*

- A. The obligation to continue performance under this Agreement may be terminated:

1. For cause,
 - a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party. Failure to pay Engineer for its services is a substantial failure to perform and a basis for termination.
 - b. By Engineer:
 - 1) upon seven days written notice if Owner demands that Engineer furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or
 - 2) upon seven days written notice if the Engineer's Services are delayed for more than 90 days for reasons beyond Engineer's control, or as the result of the presence at the Site of undisclosed Constituents of Concern, as set forth in Paragraph 5.01.I.

- c. Engineer shall have no liability to Owner on account of a termination for cause by Engineer.
- d. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under Paragraph 3.01.A.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. For convenience, by Owner effective upon Engineer's receipt of written notice from Owner.

- B. In the event of any termination under Paragraph 3.01, Engineer will be entitled to invoice Owner and to receive full payment for all Services and Additional Services performed or furnished in accordance with this Agreement, plus reimbursement of expenses incurred through the effective date of termination in connection with providing the Services and Additional Services, and Engineer's consultants' charges, if any.

4.01 *Successors, Assigns, and Beneficiaries*

- A. Owner and Engineer are hereby bound and the successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by Paragraph 4.01.B the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.
- B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, money that is due or may become due) in this Agreement without the written consent of the other party, except to the extent that any assignment, subletting, or transfer is mandated by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.
- C. Unless expressly provided otherwise, nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Owner or Engineer to any Constructor, other third-party individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Engineer and not for the benefit of any other party.

5.01 *General Considerations*

- A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in

connection with any services performed or furnished by Engineer. Subject to the foregoing standard of care, Engineer and its consultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.

- B. Engineer shall not at any time supervise, direct, control, or have authority over any Constructor's work, nor shall Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a Constructor to comply with laws and regulations applicable to such Constructor's furnishing and performing of its work. Engineer shall not be responsible for the acts or omissions of any Constructor.
- C. Engineer neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish and perform its work.
- D. Engineer's opinions (if any) of probable construction cost are to be made on the basis of Engineer's experience, qualifications, and general familiarity with the construction industry. However, because Engineer has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, Engineer cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable construction cost prepared by Engineer. If Owner requires greater assurance as to probable construction cost, then Owner agrees to obtain an independent cost estimate.
- E. Engineer shall not be responsible for any decision made regarding the construction contract requirements, or any application, interpretation, clarification, or modification of the construction contract documents other than those made by Engineer or its consultants.
- F. Engineer acknowledges that Owner has right to ownership of all files paid for by Owner under this agreement. Said files shall be of sufficient number, quality, and extent in accordance with the professional standard of care, to allow Owner the continued working use of said files (assuming Owner is sufficiently knowledgeable on the required software), subject to receipt by Engineer of full payment due and owing for all Services and Additional Services relating to preparation of the documents and subject to the following limitations:
 - 1. Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and consultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the files without written verification, completion, or adaptation by Engineer; and
 - 2. Such limited license to Owner shall not create any rights in third parties.
- G. Owner and Engineer may transmit, and shall accept, Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website, in accordance with a mutually agreeable protocol.

- H. To the fullest extent permitted by law, Owner and Engineer (1) waive against each other, and the other's employees, officers, directors, members, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement or the Project, and (2) agree that Engineer's total liability to Owner under this Agreement shall be limited to \$100,000 or the total amount of compensation received by Engineer, whichever is greater.
- I. The parties acknowledge that Engineer's Services do not include any services related to unknown or undisclosed Constituents of Concern. If Engineer or any other party encounters, uncovers, or reveals an unknown or undisclosed Constituent of Concern, then Engineer may, at its option and without liability for consequential or any other damages, suspend performance of Services on the portion of the Project affected thereby until such portion of the Project is no longer affected, or terminate this Agreement for cause if it is not practical to continue providing Services.
- J. Owner and Engineer agree to negotiate each dispute between them in good faith during the 30 days after notice of dispute. If negotiations are unsuccessful in resolving the dispute, then the dispute shall be mediated. If mediation is unsuccessful, then the parties may exercise their rights at law.
- K. This Agreement is to be governed by the law of the state in which the Project is located.
- L. Engineer's Services and Additional Services do not include: (1) serving as a "municipal advisor" for purposes of the registration requirements of Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) or the municipal advisor registration rules issued by the Securities and Exchange Commission; (2) advising Owner, or any municipal entity or other person or entity, regarding municipal financial products or the issuance of municipal securities, including advice with respect to the structure, timing, terms, or other similar matters concerning such products or issuances; (3) providing surety bonding or insurance-related advice, recommendations, counseling, or research, or enforcement of construction insurance or surety bonding requirements; or (4) providing legal advice or representation.

6.01 *Total Agreement*

- A. This Agreement (including any expressly incorporated attachments), constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

7.01 *Definitions*

- A. *Constructor*—Any person or entity (not including the Engineer, its employees, agents, representatives, and consultants), performing or supporting construction activities relating to the Project, including but not limited to contractors, subcontractors, suppliers, Owner's work forces, utility companies, construction managers, testing firms, shippers, and truckers, and the employees, agents, and representatives of any or all of them.
- B. *Constituent of Concern*—Asbestos, petroleum, radioactive material, polychlorinated biphenyls (PCBs), hazardous waste, and any substance, product, waste, or other material of any nature

whatsoever that is or becomes listed, regulated, or addressed pursuant to (a) the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. §§9601 et seq. ("CERCLA"); (b) the Hazardous Materials Transportation Act, 49 U.S.C. §§5101 et seq.; (c) the Resource Conservation and Recovery Act, 42 U.S.C. §§6901 et seq. ("RCRA"); (d) the Toxic Substances Control Act, 15 U.S.C. §§2601 et seq.; (e) the Clean Water Act, 33 U.S.C. §§1251 et seq.; (f) the Clean Air Act, 42 U.S.C. §§7401 et seq.; or (g) any other federal, State, or local statute, law, rule, regulation, ordinance, resolution, code, order, or decree regulating, relating to, or imposing liability or standards of conduct concerning, any hazardous, toxic, or dangerous waste, substance, or material.

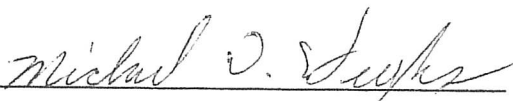
8.01 *Attachments: None.*

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

Owner: **City of Chillicothe, IL**

Engineer: **TWM, Inc.**

By:



By:



Print name: Michael D. Hughes

Print name: Serena Page, PE, PLS

Title: Mayor

Title: Peoria Branch Manager

Date Signed: 4/27/26

Date Signed: 4/27/26

Address for Owner's receipt of notices:

Address for Engineer's receipt of notices:

908 N Second Street

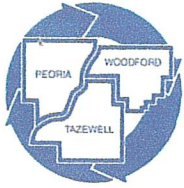
8911 N Prairie Pointe

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Appendix 1, Standard Hourly Rates Schedule.

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TRI-COUNTY REGIONAL PLANNING COMMISSION

EST. 1958

Mayor Michael Hughes
City of Chillicothe
908 N Second Street
Chillicothe, Illinois 61523

RE: Overview and Authorization to Proceed – City of Chillicothe Sidewalk Inventory and Prioritized Improvement Plan

Dear Mayor Hughes,

The Tri-County Regional Planning Commission (TCRPC) is pleased to provide an overview of the proposed City of Chillicothe Sidewalk Inventory & Prioritized Improvement Plan and to request authorization to proceed with this planning effort.

Grant Funding Source

This project will be funded through TCRPC's Special Transportation Studies (STS) Program. The STS Program supports local communities in planning for transportation improvements that enhance safety, mobility, and infrastructure.

The STS Program is funded through the region's Metropolitan Planning Organization (MPO) allocation, which is supported by federal transportation planning funds. These funds are specifically designated for planning and study efforts and do not fund construction. All projects funded through this program are selected through an established application, review, and Commission approval process to ensure consistency with regional and federal transportation priorities. On July 2nd 2025, TCRPC programmed \$55,000 to the City of Chillicothe for the development of the Sidewalk Inventory & Prioritized Improvement Plan as requested by the City in its application.

Project Scope

The purpose of this project is to develop a comprehensive Sidewalk Inventory and Prioritized Improvement Plan for the City of Chillicothe. The plan will assist the City in identifying existing conditions, evaluating accessibility and connectivity, and prioritizing future sidewalk improvements.

A detailed Scope of Services outlining all tasks, activities, and deliverables is enclosed as Attachment A.

Timeline

This project will be completed within the allowable timeframe of the STS Program. Work will begin upon authorization to proceed and be completed no later than December 31, 2026. A detailed project timeline is enclosed as Attachment B.

Final Deliverables

At the conclusion of the project, TCRPC will provide the following:

- Technical memoranda summarizing existing plans, policies, and conditions
- Data analysis including condition assessments, gap analysis, and ADA compliance evaluation
- A prioritized list of recommended improvements
- A GIS-based inventory of pedestrian facilities, their conditions, and ADA compliance (geodatabase format)
- A draft and final ADA-accessible Sidewalk Inventory & Prioritized Improvement Plan document

These deliverables are consistent with those identified in the approved STS grant application. A copy of the completed grant application is enclosed as Attachment C for your reference.

Local Match Requirement

This project requires no local financial match. All costs will be covered through the STS Program, including TCRPC staff time.

Authorization

As this project is funded through TCRPC's MPO planning funds, no additional intergovernmental agreement is required. Formal authorization from the City Council will allow TCRPC to initiate work and coordinate with City staff.

TCRPC looks forward to working with the City of Chillicothe on this important effort to improve pedestrian safety, accessibility, and connectivity. Please feel free to contact me with any questions or if additional information is needed.

Sincerely,



Michael Bruner

Senior Planner | Interim Planning Program Manager
Tri-County Regional Planning Commission

CC: Amanda Beadles, PCED

Enclosures

Attachment A – Scope of Services
Attachment B – Project Timeline
Attachment C – City of Chillicothe Application
Attachment D – Resolution 26-04

Attachment A: Scope of Services

City of Chillicothe Sidewalk Inventory & Prioritized Improvement Plan

The goal of the project is to create a Sidewalk Inventory & Prioritized Improvement Plan for the City of Chillicothe which will assist the City in focusing on developing safe, efficient, and accessible pedestrian infrastructure.

Task 1: Project Management

1. Regular Client Meetings (monthly, virtual format)
2. Kickoff Meeting
 - a. Host one (1) kickoff meeting with TCPRC and key city staff. The kickoff meeting will cover the project goals, schedule, and key milestones. The kickoff meeting will set regular dates for core team meetings.
3. Task 1 Deliverables:
 - a. Monthly meeting

Task 2: Public Engagement

Summary: The goal of this task and associated activities is to receive input and engage with community members during the planning process.

1. ADA Notice
2. Steering committee (Bike Path Task Force)
3. Online Survey
4. Open House showcasing preliminary findings and recommendations
5. Plan comment period
6. Task 2 Deliverables:
 - a. Memo with summary of all public engagement

Task 3: Plan & Policy Review

Summary: The goal of this task item is to understand current policies and practices regarding sidewalk standards and maintenance in the City of Chillicothe.

1. Plan & Document review
 - a. Tri-County RPC staff will compile a comprehensive list of plans and documents to be reviewed as precedents for the sidewalk inventory. The project team will review and summarize these documents and identify themes and elements to incorporate in recommendations. Documents to be reviewed include:
 - i. City of Chillicothe Comprehensive Plan
 - ii. 4th Street Corridor Study
 - iii. Tri-County Long Range Transportation Plan

Attachment A: Scope of Services

- iv. Chillicothe ADA Transition Plan
- v. Chillicothe Trail Master Plan
- vi. Walk, Roll, Illinois – Active Transportation Plan
- vii. Vulnerable Road User Assessment (IDOT)
- viii. Tri-County Comprehensive Safety Action Plan

2. Policy Review

- a. Both federal, state, and local policies regarding sidewalks will be reviewed and summarized as part of the background section of the inventory plan document.
 - i. Federal
 - A. Americans with Disabilities Act
 - B. Public Right-of-Way Accessibility Guidelines
 - ii. State
 - A. Illinois Accessibility Code
 - B. Environmental Barriers Act
 - C. IDOT Transition Plan
 - iii. Local
 - A. Municipal Code
 - B. Sidewalk Program
 - C. Snow Policy

3. Task 3 Deliverables:

- a. Memo with summary of federal and local plans, regulations, programs, and policies.

Task 4 Data Collection

Summary: This task item includes the field work that will be undertaken to collect data on existing pedestrian facilities in the City of Chillicothe.

1. GIS-Based Inventory Mapping

- a. Sidewalks
 - i. Material
 - ii. Width
 - iii. Cross slope
 - iv. Obstructions
 - v. Vertical faults

Attachment A: Scope of Services

- vi. Surface condition
 - vii. Cracked panels
- b. Curb Ramps
 - i. Type (e.g., dome, single, perpendicular)
 - ii. Material length
 - iii. Width
 - iv. Running slope
 - v. Cross slope
 - vi. Obstructions
 - vii. Vertical faults
 - viii. Cracked panels
 - ix. Surface condition
- c. Crosswalks
 - i. Type (e.g., marked, unmarked)
 - ii. Width
 - iii. Material
 - iv. Lighting
 - v. Traffic Control Devices (e.g., signalized, stop signs, other)
- d. Railroad crossings
 - i. Surface conditions
 - ii. Obstructions
 - iii. Truncated domes
 - iv. Lighting
 - v. Warning devices Type (e.g., bells, flashers, overhead lights, stop signs, pavement markings, none)
 - vi. Gates (e.g., Pedestrian Access, Roadway Access, None)
 - vii. Crossing at 90 degrees and surface level with top of rail
 - viii. Flangeway Gap
- e. Pedestrian Signal
 - i. Pedestrian signal present
 - ii. Pedestrian button location
 - iii. Button size

Attachment A: Scope of Services

- iv. High contrast
- v. Button height
- vi. Vibrotactile signal or button
- vii. All weather surface adjacent to button
- viii. Pushbuttons at least 10 feet apart
- ix. Pushbuttons within 10 feet of curb
- x. Number of pushbuttons at location
- xi. Locator tone to find pushbutton
- xii. Passive pedestrian detector present

2. Task 4 Deliverables:

- a. A geospatial database of all features in the pedestrian network

Task 5: Data Analysis

Summary: Following data collection, Tri-County staff will develop an assessment of pedestrian facility conditions, ADA compliance, and gaps in connectivity.

1. Condition Assessment Report

- a. Summary of pedestrian facility conditions
- b. Include photographs and or field notes for sample segments
- c. Methodology for rating or scoring conditions
- d. Maps of pedestrian facility scoring

2. Gap Analysis

- a. Identification of missing sidewalk segments
- b. Evaluation of sidewalk connectivity to key destinations
- c. Maps of missing sidewalks and connectivity throughout the city

3. ADA Compliance Assessment

- a. Evaluation of compliance with the Americans with Disabilities Act
- b. Prioritized list of non-compliant features

4. Task 5 Deliverables:

- a. Summary of conditions documented through data collection including maps, tables, and images

Task 6: Prioritization & Recommendations

- 1. Create priority index for repair or installation based on factors such as:
 - a. Pedestrian demand
 - b. Proximity to key destinations

Attachment A: Scope of Services

- c. Safety concerns
 - d. Demographics
- 2. Identify recommendations based on results of data analysis for the following four categories:
 - a. Compliance
 - b. Condition
 - c. Connectivity
 - d. Priority Areas and Funding
- 3. Task 6 Deliverables:
 - a. Prioritization Improvement Document

Task 7: Plan Development

Summary: Once recommendations have been developed, complete a Plan document that includes the elements listed in tasks above that detail the process, results, and recommendations for a better sidewalk network in the City of Chillicothe. This Plan will be presented to the City Council.

- 1. Develop Plan Document that meets ADA-Accessible requirements
- 2. Task 7 Deliverables:
 - a. Draft Plan
 - b. Final Plan document

Attachment A: Scope of Services

Authorization to Proceed

By signing below, the City of Chillicothe authorizes Tri-County Regional Planning Commission to proceed with the services described above under their FY 2026 Special Transportation Studies award.

Authorizing

Representative: _____

Title: _____

Signature: _____

Date: _____

Attachment B: Project Timeline

PROJECT SCHEDULE

Chillicothe Public Right-of-Way Transition Plan

MAY JUN JUL AUG SEP OCT NOV DEC

Project Management

Regular Client Meetings	○	○	○	○	○	○	○				
Kickoff Meeting	○										

Public & Stakeholder Engagement

ADA Notice											
Steering Committee Meetings	○		○		○	○					
Online Survey											
Open House											

Plan and Policy Review

Plan & Document Review											
Policy Review											

Data Collection

GIS Field Work Survey Creation											
Data Collection											
QA/QC											

Data Analysis

Condition Assessment Report											
Gap Analysis											
ADA Compliance Assessment											

Prioritization & Recommendations

Priority Index											
Recommendations											

Plan Development

Final Plan Document											
---------------------	--	--	--	--	--	--	--	--	--	--	--

KEY

Task Duration



Meeting



Attachment D: City of Chillicothe Application

Timestamp	5/16/2025 15:26:09
Email Address	abeadles@cityofchillicotheil.org
Jurisdiction Name	City of Chillicothe
Jurisdiction Address (Street, City, State, ZIP)	908 N. Second Street, Chillicothe, IL 61523
Jurisdiction Contact Person	Amanda Beadles
Jurisdiction Contact Phone Number	309-274-3107
Jurisdiction Contact Email	abeadles@cityofchillicotheil.org
Type of Application	Individual Application
Joint Applicant Name	
Joint Applicant Address	
Joint Applicant Contact Person	
Joint Applicant Contact Phone Number	
Joint Applicant Contact Email	
Total Cost of the Project	\$65,000
Funding Request	\$65,000
Local Contribution (if applicable)	The request does not include a local contribution.
Can the Jurisdiction undertake a smaller project or phase the project if awarded less funding than requested?	Yes
Project Title	City of Chillicothe Sidewalk Inventory and Priority Development for Repairs and Expansion

Attachment D: City of Chillicothe Application

Project Scope	Project Scope of Work includes working with City of Chillicothe staff to rate priority areas within the city where a sidewalk inventory would be most beneficial. Develop rating criteria to include school routes, high pedestrian and bike routes, routes near to parks and playgrounds, healthcare facilities, libraries, business corridors, and key intermodal destinations. Upon approval of priority areas, take inventory of the existing sidewalks by creating a GIS condition framework to establish mapping for the inventory to include condition assessment, local and regional connectivity, ADA compliance, other locally derived criteria. The project need is defined by the age of some portions of the community and the sidewalk not in compliance with today's standards. Study areas will be determined as the first phase of the project but would include high pedestrian areas and older parts of the community to promote health and wellness along with connectivity where it has not existed before. The schedule would allow the project would be completed by end of calendar year 2026.
Project Deliverable	1. GIS-Based Sidewalk Inventory Map • A geospatial database of all existing sidewalks within the study area • Attributes may include: width, material, condition, curb ramps, obstructions, gaps, and ADA compliance • Often delivered in formats such as shapefiles, GeoJSON, or integrated into the municipality's GIS platform 2. Condition Assessment Report • Summary of sidewalk conditions (e.g., excellent, good, fair, poor) • Includes photographs and/or field notes for sample segments • Methodology for rating or scoring conditions 3. Gap Analysis • Identification of missing sidewalk segments • Evaluation of sidewalk connectivity to key destinations (schools, transit stops, parks, etc.) 4. ADA Compliance Assessment • Evaluation of compliance with the Americans with Disabilities Act (e.g., curb ramps, cross slopes, detectable warnings) • Prioritized list of non-compliant features 5. Prioritized Improvement Plan • Ranking of areas needing repair or installation based on factors such as: Pedestrian demand, Proximity to key destinations, Safety concerns, Equity considerations • Cost estimates for repairs and new construction

Attachment D: City of Chillicothe Application

Project Deliverable Continued	6. Public Engagement Summary (if applicable) • Documentation of input from stakeholders or residents • May include surveys, public meeting notes, or interactive map feedback 7. Final Report Document • Executive summary • Methodology • Key findings and recommendations • Appendices (e.g., field data sheets, maps, photos) 8. Digital Files • GIS files • Data tables (e.g., Excel or CSV) • PDF of the final report • Any presentation slides used in meetings or briefings
Does the Jurisdiction commit to completing the project by December 31, 2026?	Yes
Please explain how your project plans for corridor or system-level impacts.	The Sidewalk Inventory Project is a strategic planning initiative focused on developing safe, efficient, and accessible pedestrian infrastructure. The plan emphasizes local connectivity to key community assets, including schools, libraries, park districts, businesses, and aligns with the community's Bike Path Master Plan. Additionally, it supports regional integration by connecting to the multi-modal transportation corridor outlined in the Illinois Route 29 Plan. This coordinated approach enhances pedestrian mobility and safety, while promoting the overall health and well-being of the community.
Please explain how your project plans for multimodal connectivity.	This project represents a vital component of the community's broader multimodal connectivity efforts. Our sidewalk network serves as the foundation for creating a healthy, walkable community by linking pedestrian corridors with key destinations. These connections support and complement our Bike Path Master Plan, providing direct access to healthcare facilities, schools, libraries, park districts, and local businesses. As a riverfront city, Chillicothe also offers scenic areas that should be accessible and enjoyable for all residents. Ensuring seamless connectivity to our bike/ped routes, public transit, barge, rail, and truck routes, these areas reinforces our commitment to inclusivity, mobility, and quality of life.

Attachment D: City of Chillicothe Application

Please explain how your project impacts housing, employment, and economy.

The Sidewalk Inventory will serve the residents of Chillicothe. The inventory will help the City prioritize the sidewalks to be repaired so the residents will have better access to employment centers, business districts, local parks and the bike path. Walkability plays a key roll in local economic vitality as well as providing safe pedestrian routes to local amenities.

Please explain how your project plans for public access improvements.

The Sidewalk Inventory Project is designed to systematically assess and enhance public access throughout the community. By collecting detailed data on the location, condition, and accessibility of existing sidewalks, the project identifies gaps, deteriorated segments, and areas lacking ADA-compliant features such as curb ramps and detectable warnings. The plan prioritizes improvements that increase safe and equitable access to key public destinations, including schools, healthcare facilities, parks, libraries, transit stops, and local businesses. It also emphasizes connectivity with other transportation modes, aligning with our Bike Path Master Plan and the regional Illinois Route 29 multi-modal corridor. Through this data-driven approach, the project ensures that sidewalk improvements are targeted where they are most needed—supporting walkability, enhancing mobility for all users including people with disabilities, and promoting a healthier, more connected community.

Explain how this project meets the goals of the IIJA.

1. Improving Safety The project prioritizes the assessment of sidewalks in critical areas, with a focus on identifying and addressing safety hazards such as cracked, heaved, or non-compliant walkways. The inventory will guide improvements to bring sidewalks up to current codes and standards, thereby enhancing pedestrian safety.

2. Infrastructure Condition

The project prioritizes the assessment of sidewalks in critical areas, with a focus on identifying and addressing maintenance to keep the asset system in a state of good repair, thereby elevating the overall condition of public infrastructure.

3. Reducing Congestion Through Alternative Transportation Options

By identifying and supporting better walking and biking infrastructure, the project encourages the use of active transportation modes. This shift helps reduce reliance on personal vehicles, decreasing traffic congestion on primary routes and improving travel flow throughout the community.

Attachment D: City of Chillicothe Application

4. Enhancing System Reliability and ADA Compliance

Planned infrastructure upgrades—including wider, ADA-compliant sidewalks and multi-use paths—will contribute to a more reliable and accessible transportation system. These enhancements are essential to ensuring long-term usability, safety, and inclusiveness for all users, regardless of ability.

5. Promoting Economic Vitality and Efficient Freight Movement

A safe, efficient, and walkable environment contributes to increased foot traffic in business districts, supporting local commerce. Additionally, reducing vehicle congestion on high-volume corridors indirectly supports more efficient freight movement, benefiting the broader regional economy.

Explain how this project meets the goals of the IIJA. Continued

6. Protecting the Natural Environment

Encouraging more residents to walk or bike reduces vehicle emissions, supporting community efforts to lower its carbon footprint. These sustainable transportation practices help protect and enhance the natural environment.

7. Fostering Sustainability, Innovation, and Long-Term Community Benefits

The development of a strategic, data-driven sidewalk improvement plan promotes long-term infrastructure sustainability. By identifying needs and setting priorities up front, the project helps minimize delays, improves coordination with future capital projects, and supports innovation in infrastructure planning—delivering lasting benefits for the Chillicothe community.

Explain how this project meets the goals of the LRTP 2050.

The overarching vision of the Tri-County Regional Planning Commission's Long-Range Transportation Plan 2050 is to "develop a safe, efficient, and adaptive transportation system to support economic growth, public health, and environmental adaptability." A key strategy for achieving this vision is the development of a safe, connected, and accessible multimodal transportation network that supports and encourages active transportation. The City of Chillicothe's Sidewalk Inventory Project is a meaningful step toward advancing this regional goal. Through community engagement conducted as part of the Long-Range Transportation Plan update, residents expressed strong support for expanding sidewalks, closing gaps in pedestrian and bicycle infrastructure, improving sidewalk conditions, and enhancing pedestrian safety. Notably, several specific safety concerns were identified within Chillicothe. These safety issues will be one of the key factors used to prioritize areas for assessment and improvement within the sidewalk inventory.

Attachment D: City of Chillicothe Application

Explain how this project meets the goals of the LRTP 2050.
Continued.

Other high-priority areas will include pedestrian routes to schools, public buildings, transit stops (addressing first- and last-mile challenges), as well as core retail and economic centers. The inventory will also consider planned facilities within the Chillicothe-Peoria Multimodal Corridor, ensuring alignment with broader transportation and connectivity initiatives. As outlined in the Long-Range Transportation Plan, fostering walkable and bikeable communities provides numerous benefits, including improved public health, increased equity and accessibility, support for economic development, stronger community connections, and enhanced overall quality of life. The City of Chillicothe is committed to advancing these outcomes by investing in sidewalk improvements and creating a more inclusive, connected pedestrian network.

Does your project meet the goals of any of the following MPO plans: BikeConnect HOI, Human Service Transportation Plan Region 5 Update, Congestion Management Process Update?

Yes

Explain how this project meets the goals of the selected plans above.

The Chillicothe Sidewalk Inventory Project supports the goals of the BikeConnect HOI regional plan by contributing to a more bicycle-friendly and multimodal transportation system in the Greater Peoria area. Specifically, the project addresses several key BikeConnect HOI Action Item Categories:

- **Connect Bicycling with Mass Transit**
The development of new sidewalks enhances accessibility to transit stops, making multimodal travel—including walking and biking to transit—more practical and appealing.
- **Promote Maintenance of Bicycle Infrastructure**
By identifying gaps and deteriorated conditions in pedestrian infrastructure, the inventory process supports overall corridor maintenance efforts that also benefit adjacent bicycle routes and shared-use paths.
- **Advance Complete Streets and Bicycle Facilities through Improved Infrastructure**
The project aligns with the principles of Complete Streets by contributing to safer, more inclusive streetscapes that accommodate pedestrians, cyclists, and transit users alike.
- **Increase Connectivity within the Transit System to Support Regional Travel**
Improved sidewalk connectivity helps link neighborhoods to regional transit services and key destinations, supporting seamless multimodal trips.

Attachment D: City of Chillicothe Application

Explain how this project meets the goals of the selected plans above.
Continued

- Explore Ways to Improve Overall Transit System Connectivity
The sidewalk inventory will identify opportunities to close critical gaps between pedestrian pathways and transit infrastructure, fostering better coordination across transportation modes.

By aligning with these action items, the Chillicothe Sidewalk Inventory serves as a foundational step in promoting safer, more connected, and multimodal transportation across the region.

Attachment D: Resolution 26-04

RESOLUTION 26-04

A RESOLUTION BY THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO PROGRAM THE FISCAL YEAR 2026 SPECIAL TRANSPORTATION STUDIES PROJECT FUNDING TO THE CITY OF CHILLICOTHE, CITY OF EAST PEORIA, AND VILLAGE OF GERMANTOWN HILLS; AND AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACTS WITH EACH COMMUNITY AND THE SELECTED CONSULTANTS TO EXECUTE THE TRANSPORTATION STUDIES.

WHEREAS, the Tri-County Regional Planning Commission, hereafter referred to as the Commission, is recognized as the Metropolitan Planning Organization (MPO) for the Peoria-Pekin Urban Area; and

WHEREAS, Beginning in Fiscal Year 2016 (FY16), the Commission has set aside MPO funds annually to be programmed for local jurisdictions in the Metropolitan Planning Area (MPA) to undertake consultant-led special transportation planning projects; and

WHEREAS, the Commission established a Special Transportation Studies (STS) program in FY26 utilizing up to \$135,000 in FY25 Metropolitan Planning Funds; and

WHEREAS, the Commission released a Call for Projects for FY25 STS on Wednesday, April 16, 2025, and received a total of four applications by the due date of Friday, May 16, 2025; and

WHEREAS, the MPO Technical Committee, hereafter referred to as Technical, formed a STS Review Committee, hereafter referred to as the Committee, to evaluate and assign scores to each application at their June 9, 2025, meeting, where each member assigned their own scores and averaged with staff's assignments; and

WHEREAS, Technical reviewed the Committee's recommendation and unanimously recommended it to the Commission at their June 18, 2025, meeting to fund Chillicothe's Sidewalk Inventory and Analysis, East Peoria's Stormwater Inventory and Analysis Phase III, and Germantown Hill's Active Transportation Plan.

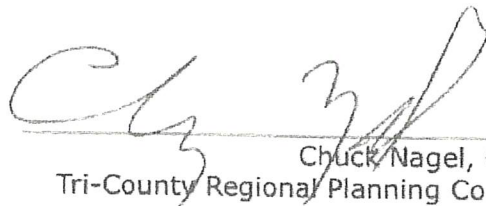
WHEREAS, adequate funding for these projects is included in the Consultant Service line item of the Commission's FY 2026 Unified Project Work Plan (UPWP) budget.

THEREFORE, BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:

That Commission accepts the Committee and Technical recommendation, and programs \$55,000 to the City of Chillicothe, \$30,000 to the City of East Peoria, and \$50,000 to the Village of Germantown Hills; and authorizes the Executive Director to enter into subsequent contracts with each community and the selected consultants to complete the work.

Presented this 2nd day of July 2025

Adopted on this 2nd day of July 2025


Chuck Nagel, Chairman
Tri-County Regional Planning Commission

ATTEST:


Eric Miller, Executive Director
Tri-County Regional Planning Commission

