



Minutes
 Monthly Progress Meeting for August 2023
 Wolf Road Reconstruction Phase I Study
 Village of Indian Head Park, Illinois
 August 7, 2023, 2 P.M.

Invitee	Representing	Present	Absent
Amy Jo Wittenberg, Village President	Village of Indian Head Park (Village)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Charlie Eck, Village Trustee	Village of Indian Head Park	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gavin Morgan, Village Administrator	Village of Indian Head Park	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Andy Ferrini, Assistant Village Administrator	Village of Indian Head Park	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Katie Bell, P.E., Project Studies Manager	Cook County Department of Transportation and Highways (County)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sanjay Joshi, P.E. Project Manager	Cook County Department of Transportation and Highways	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Keith Spencer, Vice President–Public Involvement	R.M. Chin & Associates, Inc. (R.M. Chin)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Caitlin Bettisworth, Senior Project Manager	R.M. Chin & Associates, Inc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Alexandra Desrosiers, Project Manager	R.M. Chin & Associates, Inc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Darcie Gabrisko, P.E., Project Manager	Strand Associates, Inc. [®] (Engineer)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Matt Gazdziak, P.E., Project Engineer	Strand Associates, Inc. [®]	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tony Spinelli, P.E., CFM, Village Engineer	Strand Associates, Inc. [®]	<input checked="" type="checkbox"/>	<input type="checkbox"/>

A virtual meeting was held to discuss items that have been advanced since the previous meeting, items that are anticipated to be advanced before the next monthly progress meeting, and any other items related to the progress of the project.

1. Introductions

Attendees introduced themselves. Sanjay noted that he has taken a new position within the County and this will be his last meeting directly involved in the project from the County’s side. Moving forward, Katie will be the main point of contact for the County. Sanjay does not have to be copied on project correspondence any further.

2. Items Advanced Since Previous Meeting

Engineer and R.M. Chin advanced the following public involvement deliverables since the previous meeting.

- a. The Public Involvement Plan, project timeline, and Corridor Advisory Committee (CAC) application were prepared and submitted to the Village and County for review. The Village and County provided feedback on the deliverables. The feedback is currently being incorporated into the deliverables.
- b. Content for the project Web site, Newsletter No. 1, and the Fact Sheet were prepared. The deliverables will be submitted to the Village and County for review in the near future.

3. Items to be Advanced Before the Next Meeting

- a. The Public Involvement Plan, project timeline, CAC application, project Web site content, Newsletter No. 1, and the Fact Sheet will be submitted to the Village and County for review. Engineer and R.M. Chin requested feedback on the deliverables by August 18, 2023, so that the project Web site can be launched during the week of August 21, 2023. PDF printouts of the project Web site will be available for review before its launch.

- b. The CAC application will be included as a link on the project Web site, so the application window will open to the public when the Web site is launched. It is anticipated that the application window will be open for 3 weeks.

4. Items for Which Input is Needed

- a. R.M. Chin presented four potential domain name options for the project Web site. WolfRoadStudy.com was selected as the preferred option. R.M. Chin will work to secure and begin building the Web site.
- b. The project timeline and progression of meetings was discussed. CAC Meeting Nos. 1 and 2 will be held before Public Information Meeting No. 2. After Public Information Meeting No. 2, individual stakeholder meetings can occur, as needed.

5. Anticipated Schedule

The internal project team schedule (which is enclosed to these minutes) was discussed.

6. Open Forum

- a. The questions on the CAC application were discussed in regard to how standard they are. R.M. Chin noted that individual residents are typically not involved with the CAC, so the questions were developed to gather information regarding an applicant's connection to and interest in the project. The desire is for individual residents on the CAC to act as a connection between the CAC and the broader community. Individual residents on the CAC can share information from the CAC meetings with the community and bring their perspectives and input back to the CAC meetings. The CAC application is not being sent to organizations identified along the corridor, such as the Illinois Department of Transportation, Village of Burr Ridge, or Pleasant Dale Park District. Those organizations will be invited to participate in the CAC and can self-identify a representative.
- b. Accommodations will be made for individuals who are interested in the project but may prefer non-electronic forms of communication. A phone number and project voicemail will be established to collect feedback. Hard copies of deliverables will be provided at Village Hall for pickup.
- c. On the project Web site, the project history section will highlight the County's continued support for and focus on the Wolf Road corridor, beginning with the *2019 Feasibility Study* that was funded through a County Invest in Cook grant. The County's recent support of an amendment to the Intergovernmental Agreement to create the CAC will also be noted.
- d. It is anticipated that Public Information Meeting No. 2 will be in open-house format with a pre-recorded video for meeting attendees to view before reviewing exhibit boards and talking with project team members. Venues will be evaluated that can best accommodate this setup.
- e. It is anticipated that many public comments received will continue to focus on the potential of adding pedestrian and/or bicycle accommodations along the corridor.



7. Next Meeting

The Monthly Progress Meeting for September will be held on September 11, 2023, at 2 P.M. via Microsoft Teams.

If there are any additions or comments, please call 815-744-4200 ext. 3124.

Prepared and respectfully submitted by Matthew J. Gazdziak, P.E.

c: All Participants

Wolf Road Phase I Study – 2023/2024 Public Involvement Calendar

Updated: July 2023 – **Tentative Schedule For Internal Project Team Use**

August 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 Send IHP/DoTH Website, Fact Sheet, and Newsletter Drafts	3	4 Send Strand Public Survey Draft	5
6	7 Monthly Status Meeting	8	9	10 Village Board Meeting	11	12
13	14 Send IHP/DoTH Public Survey Draft	15	16	17	18 IHP/DoTH Review of Website, Fact Sheet, and Newsletter Due	19
20	21	22	23 Website Goes Live Newsletter #1 Sent Out	24	25	26
27	28	29	30	31 IHP/DoTH Review of Public Survey Due		

Wolf Road Phase I Study – 2023/2024 Public Involvement Calendar

Updated: July 2023 – **Tentative Schedule For Internal Project Team Use**

September 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 Monthly Status Meeting Public Survey Launch	5	6	7	8 Send Strand Draft CAC #1 Materials	9
10	11	12	13	14 Village Board Meeting	15 Send IHP/DoTH Draft CAC #1 Materials	16
17	18	19	20	21	22	23
24	25 Public Survey Ends CAC #1 Invitations	26	27 Send Strand Draft Public Survey Summary	28	29 Send IHP/DoTH Draft Public Survey Summary	30

Wolf Road Phase I Study – 2023/2024 Public Involvement Calendar

Updated: July 2023 – **Tentative Schedule For Internal Project Team Use**

◀ September		October 2023					November ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2 Monthly Status Meeting	3	4	5	6 IHP/DoTH Review of CAC Materials Due	7	
8	9 CAC #1 Dry Run	10	11	12 Village Board Meeting	13	14	
15	16 CAC #1	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					