



Minutes  
 Monthly Progress Meeting for September 2023  
 Wolf Road Reconstruction Phase I Study  
 Village of Indian Head Park, Illinois  
 September 11, 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"/>
Katie Bell, P.E., Project Studies Manager	Cook County Department of Transportation and Highways (County)	<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"/>
Darcie Gabrisko, P.E., Project Manager	Strand Associates, Inc. <sup>®</sup> (Engineer)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Matt Gazdziak, P.E., Project Engineer	Strand Associates, Inc. <sup>®</sup>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tony Spinelli, P.E., CFM, Village Engineer	Strand Associates, Inc. <sup>®</sup>	<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. Personnel Updates

Former Assistant Village Administrator Andy Ferrini is no longer with the Village. Moving forward, Gavin will be the main point of contact for the Village. Katie will remain the main point of contact for the County.

2. Items Advanced Since Previous Meeting

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

- a. Village and County feedback on the Public Involvement Plan, project timeline, Corridor Advisory Committee (CAC) resident application, Fact Sheet, and content for the project Web site was incorporated into the deliverables.
- b. R.M. Chin began to build out the project Web site at the WolfRoadStudy.com domain with the content previously provided to the Village and County for review. A Web-based mapping survey tool will be included as part of the Web site.

3. Items to be Advanced Before the Next Meeting

The public involvement deliverables will be provided to Village and County for final review and concurrence. After concurrence is provided, the project Web site will be launched to the public. The Web site launch will signify the opening of the CAC resident application and public survey windows, both of which are included as links on the Web site.

4. Items for Which Input is Needed

There were no items for which Village or County input was needed.

5. Anticipated Schedule

The following milestone schedule was discussed, as amended from the schedule provided in the meeting agenda.



- a. September 12, 2023–Send public involvement deliverables for final Village and County review, comment, and concurrence.
- b. September 19, 2023–Concurrence or final review comments due to Engineer and R.M. Chin.
- c. September 25, 2023–Launch the project Web site, CAC resident application, and public survey.
- d. October 13, 2023–Close CAC resident application and public survey windows.
- e. October 27, 2023–Finalize CAC membership with the Village and County.
- f. November 2023–Host CAC Meeting No. 1 dry run meeting and actual meeting.

6. Open Forum

- a. Village administration continues to receive interest and questions from the public regarding the status and schedule of the project. Minutes from these monthly progress meetings are being posted on the Village’s Web site to keep the public informed of the project.
- b. When the project Web site is launched and the CAC resident application is opened to the public, R.M. Chin will contact the agencies and organizations identified in the Public Involvement Plan that comprise the remainder of the CAC. These organizations and agencies will be asked to self-identify a representative from their organization to serve on the CAC. These contacts will be documented and provided to the Village and County. Unless an agency or organization explicitly opts out of the CAC, they will continue to be contacted until a response is received and a representative is identified.
- c. The Village’s project Web site will be updated with a link to the new WolfRoadStudy.com domain after it is launched. The WolfRoadStudy.com Web site will be the official project Web site at this point and will be where project updates are shared.

7. Next Meeting

The Monthly Progress Meeting for October will be held on October 2, 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