



Minutes
 Monthly Progress Meeting for November 2023
 Wolf Road Reconstruction Phase I Study
 Village of Indian Head Park, Illinois
 November 6, 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"/>
Jennifer Palma Skrebo, P.E., Project Studies Division Head	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"/>
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"/>
Alexa Morris, Roadway 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. Items Advanced Since Previous Meeting

- a. The Study Web site, e-mail address, voicemail, public survey responses, and CAC resident applications were monitored. R.M. Chin provided an overview of the Web site traffic and feedback that has been received through November 3, 2023. The overview is enclosed with these minutes. The public survey and interactive mapping tool continue to be well used by the public.
- b. A Study postcard was prepared and mailed to properties along the corridor to advertise the Study Web site, mailing address, voicemail, and public survey. The postcard was sent to all Village properties on an address list provided to Engineer by the Village. It was also sent to Burr Ridge, Countryside, and Willow Springs properties and neighborhoods with direct access to Wolf Road. A total of 3,236 postcards were mailed. The United States Postal Service has been sporadic in its delivery of the postcards. The Village has received notice that different neighborhoods within the municipality have received the postcards on different days. Some neighborhoods had yet to receive the postcards as of this meeting.
- c. R.M. Chin communicated with the organizations that comprise the remainder of the CAC to confirm their willingness to serve on the CAC and to determine appropriate contacts. IDOT is the only organization that has not confirmed its willingness to serve on the CAC. If it does not elect to participate, IDOT will still be involved in the Study through its review of deliverables and its role in the processing of the Study following the federal engineering process. Individual meetings will be held with IDOT, as needed.
- d. R.M. Chin and Engineer began preparing CAC No. 1 Meeting materials, including an agenda and PowerPoint presentation.

2. Items to be Advanced Before the Next Meeting

- a. R.M. Chin and Engineer will submit draft CAC No. 1 Meeting materials to the Village and County for review. Feedback provided on the agenda and PowerPoint presentation before the Meeting Dry Run on November 29, 2023, will be incorporated as necessary.
- b. The CAC resident application and public survey windows will close on November 10, 2023.
 - (1) The CAC resident applications will be provided to the Village and County for review on November 13, 2023. Five resident spots are available on the CAC, so the applications need to be evaluated to determine which candidates will fill those openings. A meeting will be scheduled between the Village, County, Engineer, and R.M. Chin during this week to discuss and decide on the candidates. It is desired to finalize the CAC membership by November 17, 2023, so that CAC No. 1 Meeting invitations can be sent.
 - (2) The results of the public survey and interactive mapping tool will be exported and provided to the Village and County. The results will be anonymized by removing personal identifying information, as needed. The Village has a staff member that can assist with this process.

3. Items for Which Input is Needed

- a. The dates, times, and locations of the CAC meetings were discussed and confirmed. The CAC No. 1 Meeting Dry Run will be held on November 29, 2023, at 11 A.M. at Village Hall with Village, County, Engineer, and R.M. Chin in attendance. The CAC No. 1 Meeting will be held on December 13, 2023, at 1 P.M. at the Village Hall with Village, County, Engineer, R.M. Chin, and the confirmed CAC members in attendance.
- b. CMAP is currently studying drainage patterns at the intersection of Wolf and Joliet Roads, including the northeast quadrant of the intersection that is under IDOT jurisdiction. The Village will provide Engineer with information on this study.

4. Anticipated Schedule

The following upcoming milestone schedule was discussed. CAC No. 2 Meeting and Public Information Meeting No. 2 are anticipated to occur in 2024.

- a. November 10, 2023–Close the CAC resident application and public survey windows.
- b. November 17, 2023–Finalize the CAC membership with the Village and County.
- c. November 29, 2023–Host CAC No. 1 Meeting Dry Run.
- d. December 13, 2023–Host CAC No. 1 Meeting.

5. Open Forum

Engineer and Village will confirm the meeting room setup and necessary technology before the CAC No. 1 Meeting Dry Run. If needed, a projector will be brought to the meeting.



6. Next Meeting

The Monthly Progress Meeting for December 2023 will be cancelled because of the CAC No. 1 Meeting Dry Run on November 29, 2023, and the CAC No. 1 Meeting on December 13, 2023.

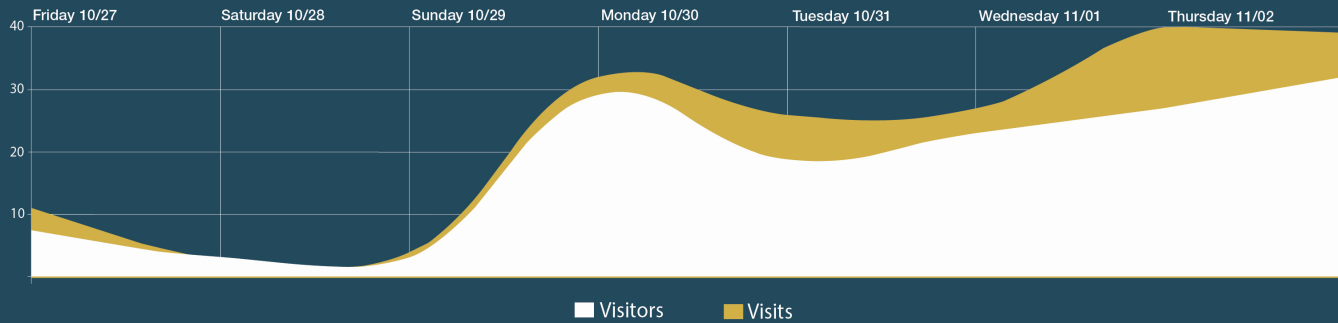
If there are any additions or comments, please call 815-744-4200 ext. 3124.

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

Enclosure

c/enc.: All Participants

Week Ending in 11.03.2023



**989 Unique
Website Views**

**1,340 Total
Website Views**



247 Survey Responses



100%
Of website visits
came from the
project domain.

**298 Total Emails Sent About the
Website & Survey Launch**



46 Total Emails Received



**5 Voicemails
were received**

3,236 Total Postcards Mailed



**31
Social Media
Comments**

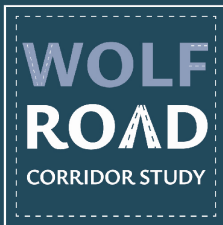


**26 Contact List
& Newsletter
Sign-ups**



**12 Responses on
the CAC Application**

**18 Confirmed
CAC Members**



**266
Points of Engagement
on the Interactive
Map, From 130
People**

