



Minutes  
 Monthly Progress Meeting for October 2023  
 Wolf Road Reconstruction Phase I Study  
 Village of Indian Head Park, Illinois  
 October 2, 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 type="checkbox"/>	<input checked="" 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. <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. Items Advanced Since Previous Meeting

- a. R.M. Chin and Engineer incorporated Village and County feedback and finalized the public involvement deliverables that are linked the project Web site including the Public Involvement Plan, project timeline, CAC resident application, Fact Sheet, and public survey.
- b. R.M. Chin launched the project Web site on September 25, 2023, which also opened the CAC resident application and public survey windows. R.M. Chin provided an overview of the Web site traffic and feedback that has been received through September 29, 2023. The overview is enclosed with these minutes. R.M. Chin will confirm that the homeowner’s associations in the Village were contacted to make them aware that the Web site is live.
- c. R.M. Chin contacted the agencies and organizations identified in the Public Involvement Plan that comprise the remainder of the CAC. This initial contact was to make them aware of the CAC and to determine who will serve as the CAC representative from each agency and organization.

2. Items to be Advanced Before the Next Meeting

- a. R.M. Chin and Engineer will monitor the project Web site, e-mail, public survey results, and CAC resident applications. The following general items were discussed in relation to this.
  - (1) R.M. Chin will evaluate limiting internal internet protocol (IP) addresses from the Web site traffic tracking.
  - (2) The Village plans to share the weekly Web site traffic overviews with the public and the Village Board of Trustees. With these updates, reminders will be provided for upcoming key dates, such as when the CAC resident application and public survey windows will close. Reminders will also be provided to funnel public feedback through the formal channels on the project Web site.

(3) The Village desires to share the raw, anonymized public survey results with the public after the results have been collected to improve project transparency. Pending County approval, this information will be cleared for public distribution.

b. R.M. Chin and Engineer will begin to prepare CAC No. 1 meeting materials, including an invitation letter, presentation, and summary of survey results. After the meeting, a thank you note and meeting summary will be distributed to meeting participants. R.M. Chin will provide examples of previous CAC meeting materials from other projects so the Village can visualize what will be prepared. If needed, revisions can be incorporated by R.M. Chin as the materials are developed.

### 3. Items for Which Input is Needed

The general dates, times, and locations of the CAC No. 1 dry run and actual meetings were discussed. The meetings are anticipated to occur on a weekday during business hours. The Village, Engineer, and R.M. Chin are generally available in November 2023. Engineer will gather the County's availability from Katie before further determining a timeline for these meetings. The CAC No. 1 dry run and actual meetings will be held at Village Hall. The location of future CAC meetings will be determined at a later date.

### 4. Anticipated Schedule

The following milestone schedule was discussed, as amended from the schedule provided in the meeting agenda. The amended schedule allows the Village to further promote the project Web site, CAC resident application, and public survey at its October 12, 2023, Board of Trustees Meeting.

- a. October 20, 2023—Close the CAC resident application and public survey windows.
- b. November 3, 2023—Finalize the CAC membership with the Village and County.
- c. November 2023—Host CAC No. 1 dry run and actual meetings, pending Village, County, Engineer, and R.M. Chin availability.

### 5. Open Forum

- a. Community discussions regarding the project are occurring on multiple Facebook pages, including Residents of Indian Head Park, Safe Accessible Routes for All, and the Village's official page. These pages will continue to be monitored to evaluate public sentiment regarding the project. However, the public feedback and survey results that will be used for discussion at CAC Meeting No. 1 and be entered into the official project record will be that which is submitted through the formal channels on the project Web site or directly to the Study Team. Future project advertisements will highlight this.
- b. A real estate law firm recently sent solicitations to property owners along Wolf Road to advertise its services. This law firm is not affiliated with the project whatsoever. The project is not at a point where specific property impacts or land acquisition needs have been determined. Land acquisition, if needed, will follow IDOT's Land Acquisition Policies and Procedures Manual. The Study Team will prepare a standard response to use whether questions regarding the land acquisition process continue to be raised by the public. The County will have final approval on this response. Jennifer noted that the County currently is developing a handout summarizing the land acquisition process, but it may not yet be available for distribution.



6. Next Meeting

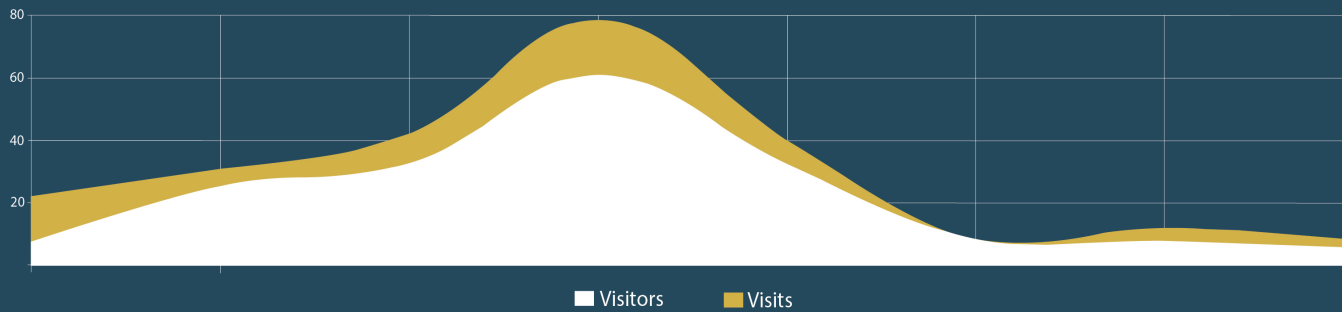
The Monthly Progress Meeting for November 2023 will be held on November 6, 2023, at 2 P.M. via Microsoft Teams.

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

Week of 09.29.2023



■ Visitors ■ Visits



315 Unique Website Views

418 Total Website Views

9 Total Emails Recieved



36 Survey Responses

50%  
Of website visits in the first 2 days of came from Facebook



No Physical Mailings Recieved



68 Total Emails Sent About the Website & Survey Launch

No Voicemails Recieved



30  
Social Media Comments

8  
Contact List & Newsletter Sign-ups



1 Response on the CAC Application

**WOLF ROAD**  
CORRIDOR STUDY

45  
Points of Engagement on the Interactive Map, From 14 People

