



Public Information Task Force

Draft Meeting Minutes

March 2, 2006

1:00 – 2:30 pm

Lake County Division of Transportation

600 W. Winchester Road

Libertyville, Illinois 60048

1.0 Roll Call

- √ Fliehman, Debbie -- Chair (Creative Technical Resources)
- √ Giertych, Al (Lake County DOT)
- √ Lyday, John (County of Lake)
- √ Motley, David (City of Waukegan)
- √ Zingle, Susan (Public Member)

2.0 Self Introductions

3.0 Adopt Meeting Ground Rules

- 3.1 Open meetings -- Lake County Department of Transportation will give notice of the Task Force's meetings.
- 3.2 Published agenda – Full agenda with attachments will be posted on entrance to LCDOT (or entrance to building where meeting will be held) 48 hours prior to the meeting.
- 3.3 Public comment – Public comment will be accepted at the beginning of each meeting with a 3-minute limit per person.
- 3.4 Published minutes – Minutes of previous meeting will be included as an attachment to meeting agendas.
- 3.5 Published meeting schedule – Task Force will adopt a meeting schedule at its first meeting.
- 3.6 Majority vote – Action items will be decided by majority vote (task force members should define quorum and define majority in terms of a quorum)

Motion: To adopt ground rules as listed above.

Motion By: John Lyday

Seconded By: David Motley

Discussion:

The task force members noted that according to the Open Meetings Act,

all task force meetings must be sent to the press. Public notice will be placed on the entrance to Lake DOT. It was decided that task force member John Lyday, Communications Manager for Lake County would be responsible for press notification for task force meetings.

The task force also decided that for a quorum, 4 task force members needed to be present. A simple majority vote would suffice.

Motion Passed: Unanimous

4.0 Discuss Project Overview

- 4.1 Route 120 Corridor Planning Council established in response to Transportation Summit held in September of 2005
- 4.2 Result of Immediate Goal of Route 120 Corridor Planning Council (CPC) is to complete an 18-month feasibility study that paves the way for a federally eligible Phase 1 Study, to build consensus for the recommended alternative and its road characteristics, and to secure an agreement on land use in the corridor.
- 4.3 Lake County submitted a **grant request for Illinois Tomorrow Corridor Planning Assistance** to the Illinois Department of Transportation on behalf of the Route 120 Corridor Planning Council. Our goal is to use our \$85,000 of local match to leverage \$340,000 in grant assistance to undertake the newly-forming Route 120 Corridor Planning Council's Plan of Work.
- 4.4 **CPC's Governance Board** is comprised of mayors of communities within ½ mile of the corridor, as well as five members of County Council.
- 4.5 Reporting to the Governance Board is a **five-person Steering Council** with responsibility for getting the work done. Steering Council has organized its work into four task forces:
 - 4.5.1 **Technical Task Force** (Marty Buehler, Chair) – purpose is to determine the technical aspects of the transportation alternatives, such as the character of the facility and projected usage. Cost out the alternatives.
 - 4.5.2 **Land Use, Economic Development, Municipal Impact Task Force** (Dennis Sandquist, Chair) – purpose is, based on the transportation alternatives, to (1) determine the appropriate compatible land uses, (2) recommend a “corridor preservation plan” and integrated land uses for the chosen transportation alternative, and (3) recommend the implementation strategy the Governance Board should pursue to effect the land use recommendations for the corridor.

- 4.5.3 **Environmental/Stormwater Impacts Task Force** (Mike Warner, Chair) – purpose is to ensure that environmental information on the wetlands, floodplains and other environmental assets in the corridor are appropriately considered in the determinations of the transportation and land use recommendations.
- 4.5.4 **Public Information Task Force** (Debbie Flieman, Chair) – purpose is to (1) ensure the public has access to the facts about the CPC, its activities, its progress and has input to the feasibility study and (2) collect input from the corridor’s mayors, county board members, businesses, property owners, residents and members of the general public on the alignment of the improvement, character of the road and land use.

4.6 Defined Study Area:

- 4.6.1 Termini: East - Greenbay Road (Waukegan); West - McHenry County Line (Lakemoor);
- 4.6.2 Limits of Analysis: ½ mile north/south of existing route 120 centerline - west of Wilson Road to the McHenry County line and East of Almond Road to Greenbay Road in Waukegan; ½ mile north of existing route 120 centerline and ¾ mile south of Proposed LCTIP Route 120 Centerline - Almond Road to Wilson Road.

4.7 **Traffic improvement** should handle projected 2030 demands, with or without Route 53 – based on traffic modeling of projected 2030 population and employment.

4.8 Look at **big picture items**, broad concepts, save the drill downs for the Phase 1.

5.0 Adopt Taskforce Purpose and Tasks

5.1 **Purpose:** To ensure the public has access to the facts about the CPC, its activities, and its progress. In addition, this group will collect input from the corridor’s mayors, county board members, businesses, property owners and residents on the alignment, character of the road and land use.

5.2 Tasks:

- 5.2.1 Select the Task Force Members
- 5.2.2 Develop a public information plan that leverages the public information/communication assets of the participating partners – web sites, community newsletters, community forums, print/publish capabilities, public relations networks
- 5.2.3 Provide input to the development of the project’s prime consultant’s public involvement requirements to maximize the use of the consultant’s outputs for their Public Information / Public Relations Plan

- 5.2.4 Develop a one-on-one survey that will be used to gather input from municipal leaders and large land-owners on the Route 120 alignment, character of the road and land use
- 5.2.5 Survey will be administered by staff and the results will be reported to the Steering Council, Governance Board and transportation consultant
- 5.2.6 Develop a web-based survey that will gather input from the study area's residents and property owners on the Route 120 alignment, character of the road and land use
- 5.2.7 Survey will be marketed through community newsletters and require the input of a unique PIN; the results will be reported to the Steering Council, Governance Board and transportation consultant

Motion: To accept the tasks listed above with the alterations laid out in the discussion section below.

Motion By: John Lyday

Seconded By: Susan Zingle

Discussion:

Task force members suggested that we add the phrase "establish a process to" to the second sentence in the Purpose statement between the words **will** and **collect**. Members felt that the Task Force's real goal was to determine the process by which information was going to be collected noting that it would most likely not be the Public Information Task Force physically collecting and extrapolating data.

The task force also suggested changing the sentences language to the following: "In addition, this group will establish a process to collect input from the corridor's mayors, county board members, businesses, property owners, area residents, and road users on the alignment, character of the road, and land uses.

Members were concerned with whether someone could participate in the suggested survey without a PIN number. Chairman Fliehman pointed out that a PIN number would be a unique identifier for each respondent and it would be a convenient way to keep from getting multiple responses for a single property. It was suggested that we add a statement to recognize that we will "make sure there is a mechanism in place to ensure the

anonymity and uniqueness of the survey respondent.

Motion Passed: Unanimous

6.0 Identify and Approve Taskforce Near-Term Tasks and Work Assignments

- 6.1 Convene a joint task force meeting to inform all task force participants of each task force group's progress – invite all non participating planners, economic development staff, and municipal engineers/village manager from the member communities/Lake County to learn, listen, and offer input so there is consensus regarding the overall direction. Assigned to Russell Medley, Staff to Public Information Task Force
- 6.2 Develop on-going communication with every community representative and designated staff to secure input and consensus through the end of 2007- call meetings geographically. Assigned to Russell Medley, Staff to Public Information Task Force.
- 6.3 Compile a contact list of mayors along the corridor including all contact information. Completed.
- 6.4 Develop a letter to each mayor identifying this initiative, requesting list of key individuals, and asking for their schedule of communication output to their communities. Assigned to Debbie Fliehman.
- 6.5 Compile information received from mayors into report to be presented to task force members. Assigned to Debbie Fliehman and Susan Zingle.
- 6.6 Request schedule of public appearances by all to help ensure presenters have updated and reviewed information from PI Task Force. Assigned to Russell Medley, Staff to Public Information Task Force.
- 6.7 Request updated information from Task Force Chairs on an ongoing basis. Assigned to Debbie Fliehman
- 6.8 Draft a series of press releases for review by task force members. Assigned to Debbie Fliehman.
- 6.9 Present task force members with draft "blueprint" of website for discussion as funding is identified. Assigned to Debbie Fliehman and Russell Medley.

- 6.10 Schedule media event to present information, distribute article/press releases, and answer any questions. (Identify 120 CPC spokesperson, and ensure they are give all available information in a presentation format). Assigned to David Motley and John Lyday.
- 6.11 Develop and continually update a powerpoint presentation that anyone can use. Assigned to Debbie Fliehman.
- 6.12 Develop a survey to collect input from the corridor's mayors, county board members, businesses, property owners, area residents, and road users that focuses on the alignment of the bypass, the character of the road, and the surrounding land uses. Assigned to Debbie Fliehman.

Motion: To approve the tasks as listed above.

Motion By: Al Giertych

Seconded By: David Motley

Discussion:

In regards to 6.1, it was suggested that we could model our meetings on the format that the Illinois Tollway Authority uses for its meetings. Their meetings a public, but resemble open houses in which attendees walk around looking at exhibits and talking to experts, one on one. There would be no formal presentation or agenda.

It was decided that Chairman Fliehman would serve as the media point person until a spokesperson could be identified.

Chairman Fliehman passed out a draft letter to distribute to the Route 120 CPC mayors and a draft survey for the task force to review and comment on. Because task force members suggested that the mayors receiving the letter may need additional background. It was decided that each letter would be accompanied by all four task force membership rosters and a brief of current CPC facts. Task force members were asked to review the letter and get comments back to Chairman Fliehman by Monday, March 6, 2006.

Chairman Fliehman also announced that the task force will be working on

the the development of a logo for the Route 120 CPC.

Motion Passed: Unanimous

7.0 Future Meeting Schedule

March 23, 2006

April 13, 2006

May 11, 2006

June 8, 2006

June 29, 2006

(others TBA; we are looking at meeting every 3 weeks)

Location: Lake DOT, 600 W. Winchester Rd., Libertyville, IL.

Time: 1 pm to 2:30 pm

Motion: To accept the meeting schedule listed above.

Motion By: Susan Zingle

Seconded By: David Motley

Discussion: None

Motion Passed: Unanimous

8.0 Public Comment – There was no public comment.

9.0 Adjourn – Meeting adjourned at 1:05 pm.