



Public Information Task Force

Meeting Minutes

July 9, 2007

1:00 – 2:30 pm

Lake County Division of Transportation

600 W. Winchester Road

Libertyville, Illinois 60048

1.0 Roll Call

- √ Hartnett, Sherry – Chair (Baxter)
- √ Kampa, James — STS Consultants
- √ Khoen, Jennie — County of Lake
- √ Giertych, Al — Lake County DOT
- E Motley, David — City of Waukegan
- √ Vancil, Susan — Lake County Stormwater Management Commission

Staff:

David Young, LCP

Russell Medley, LCP

Chuck Gleason, Lake County DOT

2.0 Public Comment

There was no public comment.

3.0 Meeting Minutes Approval

3.1 9-27-06 Meeting Minutes Approval

Motion: To approve the meeting minutes from 9-27-06 Meeting

Motion By: Jennie Khoen

Seconded By: Al Giertych

Discussion: None

Motion Passed: Unanimous

3.2 10-26-06 Meeting Minutes Approval

Motion: To approve the meeting minutes from 10-26-06 Meeting

Motion By: Al Giertych

Seconded By: Susan Vancil

Discussion: None
Motion Passed: Unanimous

4.0 Chairman's Remarks – Introduction of the IL Route 120 Feasibility Study's project Team, Sherry Hartnett

4.1 Executive Summary of Feasibility Study Process

4.2 Overview of Feasibility Study process by TranSystems

4.3 Overview of Schedule by TranSystems

4.4 Task Force Q&A

Sherry Hartnett introduced Chuck Stenzel and Jeff Hall from TranSystems who gave the task force an overview of the feasibility study process over the next two years. Chuck Stenzel will serve as the overall project manager for the study and will interact with the Route 120 CPC's Public Information Task Force as a liaison. Jeff Hall will handle interactions with the CPC's Technical Task Force.

TranSystems is leading a collaboration of four companies that will work to complete the study. TranSystems is the lead organization and responsible for transportation engineering and planning. The Lakota Group will handle land use planning and landscape architecture and Roux Associates will work on environmental issues. Finally, RWA will assist with traffic counts and data collection for the project.

The project team has assigned key personnel to work with each of the CPC task forces in order to collect the necessary information in a timely manner.

The approach that the project team is taking is to:

- Analyze existing data for the Route 120 bypass
- Analyze the alternatives for the Route 120 bypass
- Eliminate nonviable alternatives
- Present finalized corridor feasibility study

The goal of the project team is to get the public involved early in the feasibility study process. In order to do this, the project team will work with the Public Information Task Force to boost awareness of the Route 120 study and energize support for improvements to Route 120.

Obviously, the key constituencies are local officials and citizens that live and work in the corridor area. Additionally, the business community, school districts, developers, transportation providers, neighborhood associations, federal/state agencies, and civic organizations are also constituent pools.

The breakdown in public involvement responsibilities as proposed by the project team is as follows:

LCP:

- Project branding
- Project website
- Project newsletters

Public Information Task Force:

- Task Force Meetings
- Stakeholder interviews
- Media strategies

Lake County DOT

- Public Response
- Speakers Bureau

Consultant Team

- Public Meeting Open House
- Visualization Techniques

The study process will include reviewing the need for improvements to Route 120 and determining a project purpose and measureables. The next step would be to determine the character of the road: will the intersections include roundabouts? Will the bypass be a freeway, a boulevard, or a multiple access 2-lane road? There are 7 segments along the Route 120 corridor in addition to the bypass. Each of these 8 segments may have different characteristics. Finally, the placement of road will be determined base on surrounding land uses, environmental features, existing structures, and selected roadway characteristics.

According to the schedule set out by the project team, the first part of the analysis of existing data should be completed by this winter. A review of the possible alternatives for Route 120 corridor should be completed by Summer 2008 and a preferred alternative should be selected by Spring 2009. A completed feasibility study should be ready for public review and CPC review should be ready by Summer 2009.

5.0 Discuss Initial PI-TF Needs / Agree on Course of Action / Assign Tasks – Sherry Hartnett

The task force decided that the outreach to the public needs to have both breadth and depth in order to include all constituent groups: supporters

and detractors alike. We've tried to be inclusive with the task forces to get the full range of opinions needed.

The project team is proposing that its first public meeting would be in Spring/Summer of 2008, a year off. It was decided that the Public Information Task Force must take its lead from the other task forces and Lake DOT. Chuck Gleason is the LakeDOT-appointed project manager for this study and he will be interacting daily with the consultants. Lake DOT and the consultants need to determine what the communications milestones for this study are. What is the timeline? The task force needs a clear purpose to work towards.

Key messages need to be developed (see attached file for key messages and talking points). We also need to update the FAQs (frequently asked questions) and the CPC organizational powerpoint.

The website needs to be updated to "tell a story" about the Route 120 CPC Feasibility Study process. Currently, the website functions as an information dump. The task force also felt that we needed a media plan for the upcoming public meetings. A timeline is necessary and the consultants have been asked to produce one.

Key Questions:

- **How do we handle incoming responses?**
Proposal: Question comes in – identify need – develop response
OR send to CPC Chair for distribution to the correct staff members
– prepare response and send back to LCP (48 hours total).
- **How do we handle newsletters?**
The consultants would handle content development but instead of developing a newsletter ourselves, we could use existing sites/newsletters: Lake County, Lake County Partners website/newsletter, municipal websites/newsletters, and other allied organizations.
- **Who are our spokespeople?**

Summary:

- Public Information Task Force needs project timeline from consultants before a media plan can be developed.
- Formalize the process for answering questions coming in from the public or media via phone or website.
- Complete updates to website, powerpoint presentation, and FAQs
- Select spokesperson/spokespeople: Chuck Gleason?

6.0 Old Business - None

7.0 New Business - None

8.0 Adjourn

Motion By: Al Giertych

Seconded By: James Kampa

Discussion: None

Motion Passed: Unanimous