



US 20 Galena Bypass  
Citizen's Advisory Group



**FINAL MEETING MINUTES**

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Date: February 17, 2006

Date of Meeting: February 7, 2006

Meeting Place: Country Inn and Suites, Galena, IL

Project: US 20 (FAP 301) Galena Bypass  
IDOT Job No. D-92-025-04  
Teng Project No. 02-3460-01

Subject: February 7, 2006 Citizen's Advisory  
Group (C.A.G.) Meeting

PARTICIPANTS:

<u>NAME</u>	<u>ORGANIZATION/ AFFILIATION</u>	<u>LOCATION</u>
Cassandra Rodgers	IDOT Dist 2	Dixon
Justin Rusfeldt	IDOT Dist 2	Dixon
Ted Berger	IDOT Dist 2	Dixon
Valerie Stabenow		Freeport
Frank Gruber		Chicago
John Cox		Galena
Charles Fach		Galena
Bill Nybo		Galena
Jim Boho		Galena
Missy Boho		Galena
Mel Gratton		Galena
David Kriesant		Galena
Carol Mantey		Galena
Tim Berning		Galena
Joe Mattingley		Galena
Robert J Johnson		Galena
Ed DuPlessis		Galena
Joe Hoerner	Teng and Associates, Inc	Chicago
Mark Dvorak	Teng and Associates , Inc	Chicago

This meeting was held to develop and clarify the C.A.G. organization, leadership and meeting frequency. The following is the summary of items discussed and conclusions reached.

1. Introductions

The meeting began with introductions of all attendees stating their place of residence and a brief statement of individual interest in the Galena Bypass project and the Citizen's Advisory Group (C.A.G.).

2. C.A.G. Purpose

The Group discussed the purpose of the C.A.G. IDOT has made a commitment to continue the public involvement process throughout the Phase II engineering and construction of the Galena Bypass. An important component of this public involvement is the C.A.G.

The purpose of the C.A.G. is to involve stakeholders in the decision-making process, early and continuously, throughout the development of the project and to ensure effective mitigation of the negative impacts of the project through the following:

1. Providing public input on various aspects of the project design such as aesthetics and environmental considerations.
2. Ensuring compliance with the commitments made by the Department during Phase I.
3. Reviewing changes made in the plans since Phase I, and also review the progress as the Phase II Plans are developed and refined.

3. C.A.G. Organization

The group then discussed ways to develop and clarify the organization of the group to allow for quick and efficient assessment of information and consensus building. Ground rules were discussed to maximize the effectiveness of each meeting. In general, these guidelines are standard and include mutual respect, following the set agenda, and being cognizant of meeting time goals.

The following were identified as important components to the group organization:

- o It was agreed for the time being, that the C.A.G. will remain in a single group, with the ability to form sub-groups on specialty issues if deemed necessary in the future.
- o The Group discussed whether it should continue to accept new members or if membership should be fixed. In order to maintain a clear focus for the C.A.G., it was agreed that the group membership should be formalized at the next meeting. The C.A.G. membership will be limited to those individuals who have expressed interest in serving on the C.A.G. at the January 12<sup>th</sup>, February 2<sup>nd</sup>, and February 7<sup>th</sup> meetings) and those responding to the invitation for the March 2<sup>nd</sup> meeting indicating they cannot attend but wish to continue to participate.
- o In addition to the C.A.G. members, future meetings will welcome specialists and observers to attend and comment at allotted times.

- When discussing a topic, it is a goal to achieve consensus. However, it is recognized that a vote of formal members might be needed to voice the groups' opinion on a particular issue.
- Opinions of the minority on topics that have been voted upon will be included in the meeting minutes.
- Meetings will be set for two hours. The first 90 minutes (minimum) will be devoted to the Agenda. The last 30 minutes will be reserved for additional and observer comments.

The group discussed the role of the group leader. It was determined that the leader would be referred to as the group facilitator. The facilitator's responsibilities would include the following:

- Facilitate the discussion of C.A.G. membership, specialists and observers
- Facilitate informally (No Roberts Rules of Order)
- Intervene and define issues and concerns
- Decide if additional meetings are necessary
- Provide additional feedback to IDOT and Teng

The press release would not be a separate item; rather it would be crafted in conjunction with the notice and meeting summary for the Public Meeting. This notice would include a description of the project as well as contain information about the C.A.G and its functions.

According to standard IDOT procedures, the public notice would be published two times within the 2 weeks prior to the Public Meeting.

Jim Boho volunteered to be an interim facilitator for the next C.A.G. meeting. After that time, a permanent group facilitator will be identified. If no facilitator comes forward, Teng and IDOT will continue to facilitate in such a manner.

4. C.A.G. Meeting Schedule/Issues to Address

The group then discussed the preliminary schedule up to the proposed date of the first public meeting, as well as the issues to be presented. Topics for the March 2, 2006 C.A.G. meeting will include review/approval of previous meetings minutes, demonstration of the interactive website, review of the proposed roadway profile, review of the horseshoe mound interchange, and review of the IL 84/US 20 north interchange (time permitting).

An additional C.A.G meeting is anticipated in late March/early April to review information presented at the spring Public Informational Meeting. (Tentatively planned for late April 2006).

5. Communication Strategies

Ideas were discussed to determine the most effective way for the C.A.G. to communicate with IDOT and Teng. It was agreed that the project website should include an additional

web forum feature that would be open to C.A.G. members only. The web forum would allow the C.A.G. members to have informal discussions, request additional information and pose questions that can be addressed at the next C.A.G. meeting. This will assist IDOT and Teng in preparation for C.A.G. meetings, as well as allow C.A.G. members to comment on specific issues of the project and solicit comments from other members facilitating a continuous and virtual meeting. The web forum should be demonstrated and operational by the next C.A.G. meeting. Meeting minutes will be posted on the website. In addition, the Group requested links to the project website be added to the City of Galena and Jo Daviess County websites.

The Group determined that Teng and IDOT should email or mail, by request, the agenda and any other relevant information to the C.A.G. members at least one week in advance of a meeting. The Group will determine meeting dates following the March 2<sup>nd</sup> meeting and are to be notified via the project website, email, and/or phone tree.

6. Developing a Mission Statement

The C.A.G. briefly discussed the need for a mission statement and that it should be defined before the time of the first Public Meeting.

7. Closing Comments

The following meeting recap items were reviewed:

- The web forum will be ready to be presented by the March 2, 2006 C.A.G. meeting.
- At the end of meetings, a recap of meeting requests will be reviewed.
- IDOT will forward information requested by the C.A.G. in a timely manner, as soon as it is available.
- The C.A.G. is to post questions, pertaining to the Galena Bypass profile and interchanges, by February 21, 2006 via the [www.galena-bypass.com](http://www.galena-bypass.com) website in order for comments or suggestions to be adequately responded to at the 3/2/06 meeting.
- An additional C.A.G meeting is anticipated in late March/ early April to review information presented at the spring Public Informational Meeting. (tentatively planned for late April 2006.
- The next C.A.G. meeting will define the group membership.
- Teng will issue an agenda and contact all members one week before formal C.A.G. meetings.

The foregoing is the writer's understanding of the matters discussed and the conclusions reached in summary form. This will become part of the project record and is the basis upon which we will proceed. Concurrence on these meeting minutes will be requested at the March 2, 2006 C.A.G. meeting.

Very truly yours,

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TENG & ASSOCIATES, INC.

Mark Dvorak, PE  
Project Engineer