

Subject:	Meeting Minutes – Project Study Group (PSG) Meeting #1		
Client:	Illinois Department of Transportation – Region 2 – District 2		
Project:	IDOT PTB167/ITEM 20 TO 3: IL Rte 2 CSS	Project No:	226558
Meeting Date:	March 12, 2014	Meeting Location:	IDOT Region 2 – District 2, Dixon, IL
Notes by:	HDR		

Attendees: 19 in-person, 2 online - See attached sign-in sheets (2)

Handouts:

PowerPoint slides of presentation by HDR
Project Data Sheet for IL Rte 2 by IDOT
CSS/PSG/CAG/SIP information sheet

Topics Discussed:

1. Welcome (HDR) and introduction of attendees (All)
2. HDR provided overview of Context Sensitive Solutions (CSS) process – included explanation of the purpose, components and application. *See attached handout*
3. IDOT provided project overview – included presentation of existing conditions, safety concerns (one of the most dangerous stretches in the district) and history of the roadway. *See attached handout*
 - Q: HDR – What is the status of funding for this project?
 - A: IDOT – The project is in Phase I and not in the Multi-year program. Project is currently not funded.
 - Q: HDR – What is the reason for the project?
 - A: IDOT – High accident rate through segment and poor condition of the existing roadway. We want to keep the scenic route but make it safe.
4. HDR provided overview of the Project Study Group (PSG) and Project Stakeholders – included explanation of the roles, responsibilities and expectations throughout the CSS process. *See attached handout*
 - Q: HDR – Who is missing from the PSG?
 - A: IDOT – Land Acquisition (Was invited but had prior commitments)
 - A: USACE – IL EPA
5. Attendees brainstormed a starter list of potential project stakeholders. In addition to those listed below, IDOT and HDR will fine tune the list with the typical political and regulatory agencies.

- Ambulance Service
- Army Corps of Engineers
- Canadian Pacific
- Chambers of Commerce (Byron & Rockford)
- Chicago Rockford International Airport
- Churches
- Commonwealth Edison
- County Highway Departments (Ogle & Winnebago)
- Federal Express
- Federal Highway Administration
- Fire Departments (urban & rural)
- Forest Preserve Districts (Byron & Winnebago Co.)
- Illinois Nature Preserve Commission
- Law Enforcement (State, County, Municipal)
- League of Illinois Bicyclists
- Lee-Ogle Transportation Service
- Municipalities (Byron & Rockford)
- Neighborhood Groups
- Representatives (Federal, State, Local, Township)
- Residents/Subdivisions along route
- Rock River Trails (Water, Bicycle & Highway)
- Rockford Metropolitan Agency for Planning
- SMEJA Family Foundation
- Townships (Byron & Rockford)

- Hospitals
- Illinois Department of Natural Resources
- Illinois Environmental Protection Agency
- Illinois Historic Preservation Agency
- Tribal Groups
- United Parcel Service
- United States Fish & Wildlife Service
- United States Postal Service

6. HDR provided overview of Stakeholder Involvement Plan – included explanation of the purpose, goals, objectives, components and process for development. *See attached handout*
7. HDR presented draft CSS schedule. *See attached handout*. For this meeting the number of meetings for the CAG and PSG were shown in each quarter of the year with a general context listed. For public meetings we will present the timeline only by quarter and context of tasks to be completed.
8. HDR provided overview of project logos and branding – included visual examples. *See attached handout*
9. Attendees brainstormed ideas for project logo and branding. The key points the PSG would like to have expressed is the river, the bluffs, scenic, and the road.
10. Open questions/discussion:
 - Q: IDOT – Are citizen's invited to be members of the CAG?
 - A: HDR – Yes – through the Public Information Meeting the general public will be encouraged to participate.
 - Q: IDOT – Will there be a project website?
 - A: IDOT – IDOT is working on a project website through the DOT website. The website will be in operation for the first Public Information Meeting.

Action Items:

1. HDR to develop draft Stakeholder Involvement Plan – due early to mid-April 2014.
2. HDR to develop sample project logos and branding for PSG review and concurrence. Will circulate to PSG for selection.
3. HDR and IDOT to begin preparations for Public Information Meeting #1 (early May) and Citizen's Advisory Group Meeting #1 (early June).