



CITY OF HIGHLAND PARK
DEPARTMENT OF COMMUNITY DEVELOPMENT
1150 HALF DAY ROAD
HIGHLAND PARK, ILLINOIS 60035
847.432.0867 · Fax 847.432.0964

Date: March 6, 2012

To: Ravinia Festival Community Relations Commission Members

From: Barbara E. Cates, Planner (847-926-1611)

Re: *Upcoming Meeting, Tuesday, March 13, 2012 at 6:30 p.m.*

Just a few reminders for the next Ravinia Festival Community Relations Commission Meeting on Tuesday, March 13, 2012 at 6:30 p.m.

Dinner:

We will meet for dinner at City Hall at 6:00 p.m. If you have any dietary restrictions or preferences please let me know.

Agenda:

The agenda for the upcoming meeting is attached.

Minutes:

The draft minutes from the December 13, 2011 Special Commission Meeting are included for your review. If you have any corrections or amendments of content, please make note of them during the public meeting.

If you are unable to attend this meeting please contact me at 847-926-1611.
If you know you'll be out of town for future meetings, please let me know as soon as possible.
Please be advised that 3 absences in a row or 50% absenteeism will result in removal from the Commission.

Next Meeting: Tuesday, July 10, 2012

NOTICE OF PUBLIC MEETING

In accord with the Statutes of the State of Illinois and the Ordinances of the City of Highland Park, a meeting of the Ravinia Festival Community Relations Commission of the City of Highland Park is scheduled to be held at the hour of 6:30 P.M., on Tuesday, March 13, 2012 in the Highland Park City Hall, 1707 St. Johns Avenue, Highland Park, Illinois, during which meeting it is anticipated that there will be a discussion of the following agenda:

City of Highland Park
Ravinia Festival Community Relations Commission
Tuesday, March 13, 2012
City Hall, 1707 St. Johns Avenue
6:30 P.M.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Review and Approval of Minutes: December 13, 2011
- IV. Scheduled Business
 - A. Business from the Public
 - B. Approval of Revisions to the 2012 Commission Work Plan to Accommodate Additional Meeting Costs
 - C. Committee Reports
 1. Ravinia Festival
 2. Transit
 3. Public Safety
 - a) Traffic Control Update
 - b) Crowd Control Update
 - c) Police Protection Update
 4. Parking Issues
- V. Other Business
- VI. Adjournment

Posted at City Hall before 5:00 p.m. on March 5, 2012

**MINUTES OF A SPECIAL MEETING OF
RAVINIA FESTIVAL COMMUNITY RELATIONS COMMISSION OF THE CITY OF
HIGHLAND PARK, ILLINOIS**

MEETING DATE: Tuesday, December 13, 2011

MEETING LOCATION: Pre-Session Room, City Hall 1707 St. Johns Avenue, Highland Park, IL

CALL TO ORDER

At 6:30 p.m. the Chairman called the meeting to order and asked the Staff Liaison to call the roll.

ROLL CALL

Members Present: Borden, Kahnweiler-Levenson (6:35 p.m.), Romo, Sanders, Schmitz and Kaufman

Members Absent: Cohn and Froy

The Staff Liaison declared that a quorum was present.

Staff Present: Commander Gerald Cameron, Sergeant Chris O'Neill, Ravinia Supervisor Erwin Post, Transit Representative Lee Overholser and Staff Liaison Barbara Cates

APPROVAL OF MINUTES

A. Regular Meeting of the Ravinia Festival Community Relations Commission – October 11, 2011

Commissioner Borden moved approval of the minutes of a regular meeting of the Ravinia Festival Community Relations Commission held on October 11, 2011 as presented. Commissioner Schmitz seconded the motion.

On a voice vote, the Chairman declared that the motion passed unanimously, with a vote of 4-0.

SCHEDULED BUSINESS

A. Approval of a Resolution Setting the 2012 Commission Meeting Dates

Chairman Romo presented a draft Resolution setting the 2012 Commission meeting dates on March 13, July 10, and October 16, 2012 for Commission consideration. Commissioner Schmitz moved approval of the Resolution as presented. Commissioner Borden seconded the motion.

On a voice vote, the Chairman declared that the motion passed unanimously, with a vote of 4-0.

Commissioner Kahnweiler-Levenson joined the meeting at 6:35 p.m.

B. Police Protection Update Report

Commander Cameron reported an update on this Item. Cameron discussed the Police Department's strategies to address the concerns that were raised at the Commission meeting on October 11, 2011. Strategies include: 1) staging personnel on Green Bay Road earlier and providing additional traffic units for events anticipated to have large attendance; 2) allowing taxis to stage with limos to alleviate congestion and turn-around issues; 3) creating prominent webpage signage to promote drop-off procedures and gate opening times; 4) holding a series of meetings with local taxi companies to discuss allowable staging procedures; 5) posting additional staff on Lambert Tree Road to address idling practices; 6) continuing to hold mandatory training sessions for police personnel.

Commissioner Borden asked if additional signage would be installed on St. John's Avenue and Lambert Tree to address idling issues. Sergeant O'Neill noted that the intention is to update existing signs to better communicate the regulations; O'Neill reported that he had met with ComEd earlier in the season to improve lighting in the area, and the effort had been well received by the public.

Commissioner Kahnweiler-Levenson noted that greater police presence was needed at the corner of Green Bay Road and Lake Cook Road. Commander Cameron responded that 1 to 2 officers would be assigned to a permanent post at the location, and that units are typically staged 1 to 2 hours prior to the start of an event. Commissioner Sanders noted that Ravinia Festival would also keep an eye on event start times to ensure that there is appropriate staffing.

At Chairman Romo's request, Commissioner Sanders described procedures for "large" event nights, which are typically characterized by crowds of 8,000 or more. Sanders reported that approximately 12 concert events per year fall into the large event category.

Commissioner Borden and Commander Cameron discussed the use of the Police Force's trailer. Commissioner Sanders and Commander Cameron discussed the importance of communication between the City and Ravinia Festival.

Willy Carter of 459 Lambert Tree Road inquired about the nature of early enforcement and police presence. Commander Cameron responded that officers would be stationed earlier, and would begin enforcement efforts prior to the start of each event; patrols will continue enforcement efforts a minimum of one half hour after the end of the event and will focus on known areas of concern.

Sergeant O'Neill and Commissioner Sanders discussed the City's regulations pertaining to stopping, standing and parked vehicles.

Commander Cameron and Commissioner Kahnweiler-Levenson discussed the needs of the elderly, and Commissioner Sanders noted that the strategies proposed for the 2012 season

will improve existing conditions. Sanders also reported that Ravinia Festival is installing a timer to gain more control over the lighting in the North Parking Lot. Commissioners Kahnweiler-Levenson and Sanders discussed the landscaping in the North Parking Lot.

Lawrence Dunlap of 221 Blackhawk Lane inquired about the use of the revenue generated by the Ravinia Festival tax. Chairman Romo and Commander Cameron discussed the challenges of budgeting for additional enforcement. Councilman Kaufman noted that the issue was on the radar of the City Council, and may be included in their discussion of potential amendments to the 2012 budget.

OTHER BUSINESS

A. Administrative Comments

Transit Representative Erwin Post noted that the Police Department does a commendable job and is receptive to the community's input.

Chairman Romo recognized outgoing Commissioners Cohn and Kahnweiler-Levenson for their contributions to the Commission. Staff Liaison Cates read and presented a Resolution in appreciation of the Commissioners' efforts.

ADJOURNMENT

The Chairman entertained a motion to adjourn the meeting. Commissioner Borden moved to adjourn. Commissioner Kahnweiler-Levenson seconded the motion.

On a voice vote, the Chairman declared that the motion passed unanimously.

The Commission adjourned its meeting at 7:10 p.m.

Respectfully Submitted,

Barbara E. Cates
Staff Liaison to the Commission

THE FOLLOWING IS TO BE COMPLETED AFTER THE MINUTES ARE APPROVED:

MINUTES APPROVED BY THE RAVINIA FESTIVAL COMMUNITY RELATIONS COMMISSION
ON _____

- WITH NO CORRECTIONS _____
- WITH CORRECTIONS _____
(SEE MINUTES OF [_____] MEETING FOR CORRECTIONS)