



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

**Date:** July 3, 2012

**To:** Ravinia Festival Community Relations Commission Members

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

**Re:** *Upcoming Meeting, Tuesday, July 10, 2012 at 6:30 p.m.*

*Just a few reminders for the next Ravinia Festival Community Relations Commission Meeting on Tuesday, July 10, 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 March 13, 2011 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, October 16, 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, July 10, 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, July 10, 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: March 13, 2012
- IV. Scheduled Business
  - A. Business from the Public
  - B. 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 July 3, 2012

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

**MEETING DATE:** Tuesday, March 13, 2012

**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, Choos, Newman, Romo, Sanders (6:50 p.m.), Schmitz, Kaufman and Kraus

Members Absent: Froy

The Staff Liaison declared that a quorum was present.

Staff Present: Sergeant Chris O'Neill, Ravinia Supervisor Erwin Post and Staff Liaison Barbara Cates

**APPROVAL OF MINUTES**

**A. SPECIAL MEETING OF THE RAVINIA FESTIVAL COMMUNITY RELATIONS COMMISSION – DECEMBER 13, 2011**

Vice Chair Borden moved approval of the minutes of a special meeting of the Ravinia Festival Community Relations Commission held on December 13, 2011 as presented. Commissioner Choos seconded the motion.

On a voice vote, the Chairman declared that the motion passed unanimously, 5-0.

**SCHEDULED BUSINESS**

**A. BUSINESS FROM THE PUBLIC**

Lawrence Dunlap of 221 Blackhawk Lane distributed a list of his concerns and suggestions to Commission members regarding: 1) the Ravinia Festival underpass construction project and related unfinished cleanup and restoration of the west meadow; 2) the idling of commercial vehicles in the west meadow; and, 3) locomotive idling at the Ravinia Metra Train Station.

Commissioner Schmitz responded that the existing light pole in the west meadow will be reconnected because light is needed in the area. Schmitz outlined Ravinia Festival's plans to reseed the area before the beginning of the concert season. Schmitz noted that Ravinia Festival's Parking Manager is aware of and regularly enforces anti-idling practices. Schmitz disagreed with Mr. Dunlap's opinion that permanent no-idling signage is necessary at the north and west entrances. Schmitz noted that Ravinia Festival is in regular communication with Metra to ensure that locomotives are timed appropriately and that idling is kept to a minimum. Mr. Dunlap noted that he had been in contact with Metra and learned that their internal policy limits locomotive idling to 10 minutes. Sergeant O'Neill noted that he would review the locomotive idling concern with Metra prior to the beginning of the 2012 event season.

Commissioner Sanders entered the meeting at 6:50 p.m.

Debi Gordon of 985 Dean Avenue distributed a map illustrating the two entrances to the Green Bay Trail off of St. John's Avenue and noted a concern that one of the entrances is staffed by two people, and the second entrance is not staffed. Ms. Gordon reported that the unmanned entrance is used by large trucks, which presents a hazard to users of the Green Bay Trail. Commissioner Sanders noted that the unmanned entrance would be barricaded as soon as possible to prevent trucks from entering.

Mr. Dunlap noted that additional signage is needed near the underpass to indicate which way the trains are travelling and assist in crowd control. Commissioner Sanders noted that Ravinia Festival staff would examine the issue.

Michael Cohn of 703 Ravinia Glen Place noted concern over gridlock on side streets that results from early arrivals. Cohn suggested that additional Police Officers or Police Aides could be positioned to keep traffic moving. Chairman Romo noted that the issues had been vetted at the Commission's two previous meetings and that the Police Department had devised several strategies to address the issue.

#### B. APPROVAL OF REVISIONS TO THE 2012 COMMISSION WORK PLAN TO ACCOMMODATE ADDITIONAL MEETING COSTS

Staff Liaison Cates stated that because the Commission is scheduled to have three meetings in 2012, it is recommended that the Commission vote to approve a modification to the originally-approved Work Plan to add \$110 to the budget to provide dinner at the third meeting in FY2012.

Commissioner Choos moved to amend the work plan to add an additional \$110 for the purpose of providing dinner at the Commission's third meeting in FY2012. Vice Chair Borden seconded the motion.

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

## C. COMMITTEE REPORTS

### 1. Ravinia Festival

Commissioner Sanders reported that Ravinia Festival's 2012 schedule is out, and staff expects a successful season. Sanders noted that due to changes in the music industry, some artists are slow to book this year and several events may still be scheduled to fill the holes in the released schedule. Sanders anticipated that there will be 12 to 14 "big events," as in years past.

### 2. Transit

Transit Division Representative Erwin Post reported that he has initiated the hiring process for bus drivers, the state of the bus equipment is good, and it is anticipated that approximately 25 buses will be used during the season.

### 3. Public Safety- Traffic Control, Crowd Control, Police Protection and Parking Updates

Sergeant O'Neill reiterated the strategies that the Police Department will use to address issues including: 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; 7) ensuring that Police details are posted throughout the park; and 8) continuing to enforce the existing parking regulations.

Commissioner Sanders noted that Police Chief Shafer is looking into using several additional Police Aides at Ravinia Festival this season. Mr. Cohn noted that additional officers on major roads such as Lake Cook Road and Green Bay Road does not prevent backup on side streets. Cohn suggested that the Ravinia Festival tax revenue could be used to pay for additional staffing.

Scott Friedenberg of 580 Rambler Lane expressed concern that traffic could be unintentionally diverted to Marion Avenue. Sergeant O'Neill noted that barricades would be posted early on streets such as Marion Avenue, and Police would be posted as needed to prevent issues. Commissioner Choos observed that the local traffic sawhorse signage appears to have deterred some issues.

Chairman Romo indicated that the Police Department would continue to make tweaks to see what strategies work well together, and that the discussions will continue throughout the season now that a third meeting has been implemented and the Commission will be meeting midway through the Festival season.

#### D. OTHER BUSINESS

Commissioner Newman discussed backups on Groveland Avenue and Lambert Tree Avenue and inquired about what Ravinia Festival staff can do to manage issues. Commissioner Sanders replied that Ravinia Festival is not bonded and so staff is not allowed to direct street traffic. Sergeant O'Neill acknowledged that the area was a challenge and noted that one officer would be posted in the location an hour before events.

Sergeant O'Neill intimated that Police staff has been considering several options to address the issue which would need to be discussed with Ravinia Festival staff. Commissioner Sanders discussed the difficulty of making a hard right into the North Lot entrance from Lambert Tree Avenue. Commissioner Choos suggested that the City consider installing a flashing lights alert system. Vice Chair Borden suggested that the Police Force conduct a separate conversation with Ravinia Festival staff to examine possibilities and report back to the Commission if changes are to be made.

Councilman Kaufman observed that a flyer with circulation and parking options could be distributed to cars. Sergeant O'Neill responded that the strategy had been attempted in the past and that many of the flyers were discarded on the ground around the Festival.

Vice Chair Borden stressed that additional signage was needed to alert drivers to the upcoming crosswalk at Lambert Tree Road and St. Johns Avenue. Sergeant O'Neill replied that he would check in with the Public Works Department to see if additional signage could be installed in the area.

Mr. Dunlap inquired if Ravinia Festival regularly sells out of parking spaces in the West Lot. Commissioner Sanders replied that the parking spots cannot be prepaid or bought for the entire season; rather, they are only available the day of each show. Sanders estimated that the West Lot is filled approximately 30 times per year. Mr. Dunlap asked Commissioner Sanders to provide documentation on the number of parked cars for the previous five years, and Sanders replied that she would take the request to her supervisor to see if the requested information was available for Mr. Dunlap.

Mr. Dunlap distributed a document with a series of questions for Ravinia Festival staff related to the maintenance and planning for the tree barrier around the west meadow and the seeding of the west meadow. Commissioner Schmitz replied that Ravinia Festival does not have a comprehensive vegetation plan; however, the trees are trimmed on an annual basis and winter pruning is done every three years. In the recent past, approximately 40 trees were planted in the area per the City's tree replacement policy, and holes in the tree barrier are plugged as necessary. Schmitz also reported that broadcast seeding of a fescue mix is done on a yearly basis. Mr. Dunlap indicated that the information provided satisfied his questions.

Staff Liaison Cates reminded Commissioners to complete the required online Open Meetings Act training and submit certification for the City's records. Cates also announced that postcard meeting notices would no longer be mailed to homes unless requested by residents; therefore, residents are encouraged to indicate this preference on the sign-in sheet at the door or by calling the Department of Community Development. Lastly, Cates presented Michael Cohn with a Resolution thanking him for his many years of service on

the Commission.

**ADJOURNMENT**

The Chairman entertained a motion to adjourn the meeting. Commissioner Newman moved to adjourn. Commissioner Choos seconded the motion.

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

The Commission adjourned its meeting at 7:35 p.m.

Respectfully Submitted,

Barbara E. Cates  
Staff Liaison to the Commission

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*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)