



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

Date: October 9, 2012

To: Ravinia Festival Community Relations Commission Members

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

Re: *Upcoming Meeting, Tuesday, October 16, 2012 at 6:00 p.m.*

Just a few reminders for the next Ravinia Festival Community Relations Commission Meeting on Tuesday, October 16, 2012 at 6:00 p.m.

Dinner:

Please note that the meeting will begin at 6:00 p.m. Dinner will be available at 5:30 p.m.

Agenda:

The agenda for the upcoming meeting is attached. I will be unable to attend the meeting, and I have arranged for the City's Senior Planner, Lee Smith, to serve as the Staff Liaison in my absence. If you have any questions for him prior to the meeting, please feel free to call 847-432-0867.

Attachments:

The draft minutes from the July 10, 2012 Commission Meeting are included for your review. If you have any corrections or amendments of content, please make note of them during the meeting.

I have also included a draft Resolution setting the Commission meeting dates for 2013. As in years past, the meeting dates have been scheduled for the second Tuesday of March, July and October.

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, March 12, 2013

SPECIAL MEETING
PUBLIC NOTICE

In accordance with the Statutes of the State of Illinois and the Ordinances of the City of Highland Park, the next special meeting of the Ravinia Festival Community Relations Commission of the City of Highland Park is scheduled to be held at the hour of 6:00 p.m. on Tuesday, October 16, 2012, in the Highland Park City Hall, 1707 St. Johns Avenue, Highland Park, Illinois, during which it is anticipated there will be a discussion of the following agenda:

CITY OF HIGHLAND PARK
RAVINIA FESTIVAL COMMUNITY RELATIONS COMMISSION
TUESDAY, OCTOBER 16, 2012
1707 ST. JOHNS AVENUE
HIGHLAND PARK, ILLINOIS
6:00 P.M.

MEETING AGENDA

I. Call to Order

II. Roll Call

III. Review and Approval of Minutes: July 10, 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

A. Approval of a Resolution Setting the 2013 Commission Meeting Dates

VI. Adjournment

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

MEETING DATE: Tuesday, July 10, 2012

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

CALL TO ORDER

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

ROLL CALL

Members Present: Borden, Choos, Newman, Sanders, Schmitz, Kaufman (6:45 p.m.) and Kraus

Members Absent: Romo and Froy

The Staff Liaison declared that a quorum was present.

Staff Present: Police Chief Paul Shafer, Commander Gerald Cameron, Ravinia Transit Supervisor Erwin Post and Staff Liaison Barbara Cates

APPROVAL OF MINUTES

A. REGULAR MEETING OF THE RAVINIA FESTIVAL COMMUNITY RELATIONS COMMISSION – MARCH 13, 2012

Commissioner Choos moved for approval of the minutes of the regular meeting of the Ravinia Festival Community Relations Commission held on March 13, 2011, as presented. Commissioner Newman seconded the motion.

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

SCHEDULED BUSINESS

A. BUSINESS FROM THE PUBLIC

Lawrence Dunlap of 221 Blackhawk Lane thanked Ravinia Festival staff for working to control bus idling.

B. COMMITTEE REPORTS

1. Ravinia Festival

Commissioner Sanders reported that the largest event of the season, Santana, took place on July 9 and all operations went smoothly. Sanders thanked Police staff for their assistance in addressing past issues and noted that the public safety plan appears to be working well.

In response to a question from Vice Chair Borden, Pat Sanders explained that Ravinia Festival's contracts with performers specify that shows must end by 10:30 p.m., although existing regulations allow performances until 11:00 p.m. Sanders noted that shows are occasionally scheduled to begin prior to 8:00 p.m. in order to ensure that performances are concluded before the cut-off time.

2. Transit

Transit Supervisor Post reported that the season is off to a great start, and he has personally observed that mass transit ridership numbers are up. Post noted that he has received positive feedback from patrons regarding Police presence and operations. Post thanked Ravinia Festival staff for their assistance in quickly loading and unloading passengers.

Councilman Kaufman entered the meeting at 6:45 p.m.

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

Commander Cameron stated that there were a few minor challenges in the beginning of the season due to event conflicts with the Chicago Botanic Garden; however, strong communication alleviated issues as quickly as possible. Cameron reported that the Police Department is currently evaluating possible changes to the residential parking permit system. Cameron reported that there have been a few alcohol-related situations which necessitated Police action, but no major crowd control issues have occurred.

Resident Scott Friedenberg of 580 Rambler Lane thanked Police for their help in quickly resolving a parking issue on Cherokee Lane.

Commissioner Sanders noted that the current road construction on Sheridan Road in Glencoe has been a bit of a challenge, but cars are being routed down Green Bay Road as a result of the street closure.

Commissioners Newman and Sanders discussed a recent issue regarding patron smoking in neighborhoods adjacent to Ravinia Festival and noted that the issue had been addressed by Police staff quickly. Commander Cameron stressed that the matter clearly illustrates the productive partnership between Ravinia Festival and Police staff. In response to a question from Resident Bernie Stevens of 275 Leslee Lane, Police Chief Shafer outlined the City's regulations regarding outdoor smoking.

Councilman Kaufman discussed the needs of elderly and handicap patrons and noted that drop-off points need to be clearly marked and publicized. Commissioner Sanders responded that Ravinia Festival is very accommodating to those with special needs, and there are several accessible drop-off areas, including one in the West Lot.

Commander Cameron noted that over 100 citations have been issued for parking violations thus far, a figure that is a bit larger than average at this point in the season. Resident Bernie Stevens noted his observance of a bigger Police presence this season.

Commissioner Choos commended Ravinia Festival for the installation of lights near the Carousel Building. Choos also acknowledged that improvements in the Opus Parking Lot have improved safety conditions. Choos inquired why two handicapped parking spaces in the Opus Lot have been relocated. Commissioner Schmitz explained that the change was the result of an audit conducted by the State Department which found that the existing grade was not suitable for handicapped spaces. Schmitz noted that the two spaces are still reserved for special needs, and there are now two new additional marked handicapped spaces nearby which meet the State's requirements.

D. OTHER BUSINESS

Commissioner Newman requested information on pesticide usage at Ravinia Festival. Commissioner Schmitz replied that a contractor mists for mosquitoes on the property twice a week, from approximately 7:00 a.m. – 8:00 a.m. Natural horticultural oil is also applied on the trees by a professional tree service to prevent pests such as the ash borer. Resident Lawrence Dunlap asked if the products have any effects on the grass, and Schmitz responded that they do not.

Resident Bernie Stevens noted that Commissioner Schmitz has been a helpful neighbor and very proactive in addressing resident concerns and issues.

Staff Liaison Cates read a letter submitted by Resident Debi Gordon, of 985 Dean Avenue, regarding safety concerns at the Green Bay Trail; Gordon stated that there are two entrances near the Green Bay Trail, and because one of them is not regularly blocked, unmonitored vehicles enter without notice to trail users. Gordon implored Ravinia Festival to post staff at the unblocked entrance to alert trail users of incoming vehicles.

Commissioner Schmitz noted that Ravinia Festival's staffing levels have not changed this season. Sanders noted that Ravinia Festival employees are not bonded to direct traffic. Police Chief Shafer asked if a barricade could be used, and Commissioner Sanders said the entrance could not be barricaded because it is regularly used for delivery. Commissioner Schmitz noted that he will investigate opportunities for improved signage. Commander Cameron noted that Police staff will monitor the area during events. Cameron also noted that he will work with Ravinia Festival staff to determine if vegetation pruning in the area to increase visibility will improve the issue. Staff Liaison Cates stated that she will follow up with Ms. Gordon to inform her of next steps and provide her with contact information for Commander Cameron.

Councilman Kaufman thanked Ravinia Festival and Police staff for their hard work and collaboration.

ADJOURNMENT

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

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

The Commission adjourned its meeting at 7:15 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)

A RESOLUTION SETTING THE SCHEDULE OF REGULAR MEETINGS OF THE
RAVINIA FESTIVAL COMMUNITY RELATIONS COMMISSION
OF THE CITY OF HIGHLAND PARK

WHEREAS, Act 120 of Chapter 5, Illinois Compiled Statutes, requires the Ravinia Festival Community Relations Commission to give public notice of its schedule of regular meetings at the beginning of each calendar or fiscal year;

NOW, THEREFORE, BE IT RESOLVED BY THE RAVINIA FESTIVAL COMMUNITY RELATIONS COMMISSION OF THE CITY OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS:

SECTION ONE: That the Ravinia Festival Community Relations Commission of the City of Highland Park, Lake County, Illinois adopts hereby the public notice of its regular meetings in the following form:

PUBLIC NOTICE

The Ravinia Festival Community Relations Commission of the City of Highland Park will convene at 6:30 P.M. at City Hall, 1707 St. Johns Avenue, Highland Park, Illinois, to conduct its regular meetings during calendar 2013 upon the following dates:

March 12
July 9
October 8

SECTION TWO: That the Secretary of the Ravinia Festival Community Relations Commission of the City of Highland Park be and is directed hereby to post a copy of the Public Notice contained in this Resolution in the City Hall Administrative Offices and to supply copies of this Notice as and in the manner provided by law.

SECTION THREE: That this Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED: October 16, 2012

APPROVED: October 16, 2012

Mark Romo, Chair

ATTEST:

Barbara E. Cates, Secretary