



**AGENDA**  
**ADA Advisory Committee**  
**Thursday, December 19, 2024**  
**3:00 PM**  
**Evanston Public Library: 1703 Orrington Ave.**  
**First Floor Community Room / Zoom**

**(I) CALL TO ORDER/ROLE CALL**

**(II) APPROVAL OF MINUTES**

**(III) PUBLIC COMMENTS**

**(IV) ITEMS FOR DISCUSSION**

Updates about previous inquiries/grievances:

- Pooch Park accessible parking
- Sidewalk repair requests
- Centennial Park accessible picnic pads/furniture

Review of new inquiries/grievances:

- Sidewalk repair: 1121 Noyes
- Parks & Rec catalog and registration procedures

Other items:

- Envision Evanston 2045: Feedback for the Commission: Julia
- ADA Advisory Committee Work Plan Review
- Next meeting: January 23, 2024 at Evanston Public Library/Zoom

**(V) COMMENTS FROM THE COMMITTEE**

**(VI) ADJOURNMENT**



City of  
**Evanston™**  
**MINUTES**

**ADA Advisory Committee**  
Thursday, November 21, 2024 @ 3:00 PM  
Zoom

## 1. CALL TO ORDER/ROLL CALL

Members present: Murphy Monroe, Jack Kleisner, Litrea Hunter, Adrienne Allen, Matt Dinerstein, Julia Pantoga

Guests: John Kapetan, Fred Wittenberg, Alice Eakes, Lisa Noble, Robert Townsel, Chuck Glass

Staff present: Amy Kellogg (Senior Services Division Manager), Yazari Gutierrez (Senior Services Coordinator), Lauren Ruiz (Inclusion & Accessibility Division Manager)

## 2. APPROVAL OF MINUTES

The October 24 minutes were approved by Jack Kleisner and Julia Pantoga.

## 3. PUBLIC COMMENTS

- A visitor shared contact information for caption call services: rtownsel@sorenson.com / 773-509-6389.
- A visitor requested information about the City's volunteer snow shoveling program: interested individuals can contact 311 or complete the [Request for Snow Shoveling Assistance](#) form

## 4. ITEMS FOR DISCUSSION

Manager Ruiz expressed gratitude for everyone's understanding and flexibility with the last minute change to a virtual-only meeting due to the unexpected snow accumulation.

Review of new inquiries/grievances

- Service dog: Brothers K: City staff inquired to learn about service dog requirements and passed this info along to the restaurant.
- Sidewalk repair request: 900 Judson: asphalt mediation was completed within a week.
- Service dog: Ovo Frito: inquiry received from a community member stating she was

asked to leave with her service dog. Manager Ruiz met with the restaurant owners to review ADA requirements and share resources.

- Accessible voting equipment at Civic Center: accessible equipment is required to be on-site. Manager Ruiz was in communication with the City Clerk to ensure that all staff in the Clerk's office and on-site at the voting location are familiar with the equipment use as well as understand the priority for individuals' right to private and independent voting.
- Pedestrian crossing button at 2425 Main St: Public Works has fixed this site.
- Evanston Athletic Club/Endeavor Health Outpatient Therapy/City: a community member submitted a grievance related to several concerns throughout her physical therapy aquatic services. Manager Ruiz met on-site at EAC to review these and provide resources. The City will continue work on prioritizing sidewalk and parking access in this area.

#### Other items

- Inclusion & Accessibility Division updates: Winter registration open. Accessible Recreation programs start mid-January.
- Future adapted pickleball court at James Park. The working group and pickleball representatives will continue to meet about this project once approved in the 2025 City budget.
- Hidden Disability "Sunflower-Friendly Places": all City community centers are now included on the website to provide accessibility details and demonstrate the City's commitment to inclusion and accessibility for individuals with hidden disabilities
- Accessible picnic pads completed at Centennial Park: outdoor furniture to be bolted down to ensure sites remain accessible. New reservation signs to come.
- 2024 ADA Annual Report: City departments have submitted their updates from 2024 and Manager Ruiz continues to work on this report to be shared in January.
- 2025 ADA Advisory Committee meeting dates: dates included in meeting packet
- Next meeting: December 19, 2024 at Evanston Public Library

## 5. COMMENTS FROM THE COMMITTEE

- A member suggested that a Hidden Disability Sunflower bin be placed at the main Library site to provide access to Sunflower supplies for additional community members. Manager Ruiz to follow up with Library staff.
- A member shared details about a barrier in place at La Principal restaurant which creates a dangerous situation for pedestrians; Manager Ruiz to follow up.
- A member shared that large cement blocks are creating a barrier for pedestrians at Main and Sherman. Manager Ruiz to follow up.
- A member shared details about barriers in place for pedestrians on Chicago Ave. south of Jewel; Manager Ruiz to follow up.

## 6. ADJOURNMENT

The meeting was adjourned at 3:51 PM.

**2023-24 ADA Advisory Committee Work Plan**

**Goal 1: Support the City's Disability Services**

<b>Goal 1 Overall Objectives</b>	<b>Activities</b>	<b>Resources</b>	<b>Strategy &amp; Actions</b>	<b>Timeframe</b>
1.1) To conduct 15 ADA Advisory Committee meetings in a physically and virtually accessible space in the community between May 2023 and December 2024	<ul style="list-style-type: none"> <li>Develop a format to include review and discussion of main Disability Services procedures</li> </ul>	<ul style="list-style-type: none"> <li>ADA Coordinator to share developments related to procedures</li> </ul>	<ul style="list-style-type: none"> <li>Recommend adjustments to policies and procedures related to Disability Services for the City</li> </ul>	<ul style="list-style-type: none"> <li>15 ADA Advisory Committee meetings held in the community by December 2024</li> </ul>
1.2) To keep informed on accommodation requests, inquiries, and grievances from the community	<ul style="list-style-type: none"> <li>Monthly reviews of communication from the community related to accommodations, inquiries, and grievances</li> </ul>	<ul style="list-style-type: none"> <li>ADA Coordinator to share communication received</li> </ul>	<ul style="list-style-type: none"> <li>New communication as well as progress related to previous communication will be shared at monthly meetings</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>

**Goal 2: Promote the Execution of the City's ADA Transition Plan**

<b>Goal 2 Overall Objectives</b>	<b>Activities</b>	<b>Resources</b>	<b>Strategy &amp; Actions</b>	<b>Timeframe</b>
2.1) To increase knowledge of the City's ADA Transition Plan	<ul style="list-style-type: none"> <li>Complete a review of specified Plan sections at Committee meetings</li> </ul>	<ul style="list-style-type: none"> <li>ADA Coordinator to provide specified sections for review prior to the applicable meeting</li> </ul>	<ul style="list-style-type: none"> <li>Discuss Plan sections to ensure understanding and identify Plan guidelines for the City</li> </ul>	<ul style="list-style-type: none"> <li>Discussion to take place quarterly</li> </ul>
2.2) To obtain recommendations related to prioritization of ADA Transition Plan projects	<ul style="list-style-type: none"> <li>Compare completed/current projects related to accessibility with accommodation</li> </ul>	<ul style="list-style-type: none"> <li>ADA Liaisons to begin reporting completed/current projects in Sept. 2023</li> </ul>	<ul style="list-style-type: none"> <li>Identify areas of the Plan that have not received attention/had progress made</li> <li>Create a general priority list</li> </ul>	<ul style="list-style-type: none"> <li>General priority list to be completed by December 2023</li> </ul>

	requests, inquiries, and grievances	<ul style="list-style-type: none"> <li>• ADA Coordinator to organize this data for review</li> <li>• ADA Coordinator to share communication received</li> </ul>	based on communication received from community	
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<b>Goal 3: Resource and Referral</b>				
<b>Goal 3 Overall Objectives</b>	<b>Activities</b>	<b>Resources</b>	<b>Strategy &amp; Actions</b>	<b>Timeframe</b>
3.1) To increase knowledge of disability-related topics, trends, and concerns	<ul style="list-style-type: none"> <li>• Share personal experiences, ideas, stories at meetings</li> <li>• Bring applicable news stories, articles, resources for discussion to Committee meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Committee members</li> <li>• Community members</li> <li>• News sources</li> <li>• Books, articles, social media</li> </ul>	<ul style="list-style-type: none"> <li>• Acknowledge facts and topics at hand which relate to improvement of the City's Disability Services</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>
3.2) To act as a referral source for community members	<ul style="list-style-type: none"> <li>• Committee members to have easy access to contact information for ADA Coordinator, Disability Services information</li> </ul>	<ul style="list-style-type: none"> <li>• ADA Coordinator</li> <li>• City's ADA/ Disability Services webpage</li> <li>• Flyers</li> </ul>	<ul style="list-style-type: none"> <li>• Announce ADA Coordinator at City Council, Parks &amp; Recreation Board meeting</li> <li>• Provide contact info directly to Committee members</li> <li>• Provide paper flyers to be posted at community centers</li> <li>• Update applicable City websites and social media with contact info</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> <li>• ADA Coordinator contact info to be provided July 2023</li> <li>• Website to be updated by August 2023</li> <li>• Flyers posted by Oct 2023</li> </ul>

3.3) To gather accessibility resources for the City's programs, services, and activities	<ul style="list-style-type: none"> <li>• Share contacts, companies, items that may be used to enhance accessibility options for community members</li> </ul>	<ul style="list-style-type: none"> <li>• Community members</li> <li>• Online resources</li> <li>• Facilities visited</li> </ul>	<ul style="list-style-type: none"> <li>• ADA Coordinator to create resource list and conduct research on items included</li> <li>• Committee to collaborate in determining additional resources needed</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> <li>• Resource list to be initialized by Oct 2023</li> </ul>
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<b>Goal 4: Training and Education</b>				
<b>Goal 4 Overall Objectives</b>	<b>Activities</b>	<b>Resources</b>	<b>Strategy &amp; Actions</b>	<b>Timeframe</b>
4.1) To offer ADA training opportunities for the community	<ul style="list-style-type: none"> <li>• Attend City events that will provide opportunity to educate the community</li> <li>• Create social media postings to provide facts about ADA with the community</li> </ul>	<ul style="list-style-type: none"> <li>• City events</li> <li>• Social media</li> <li>• Flyers</li> </ul>	<ul style="list-style-type: none"> <li>• Share resources which provide continuing education about ADA</li> </ul>	<ul style="list-style-type: none"> <li>• Training opportunities to be initiated in Nov 2023 and to take place quarterly through Dec 2024</li> </ul>
4.2) To acknowledge and communicate Transition Plan progress	<ul style="list-style-type: none"> <li>• Committee members to contribute observations of positive communication and efforts made by the City</li> <li>• City accessibility progress to be communicated via dashboard on City website</li> </ul>	<ul style="list-style-type: none"> <li>• Committee members</li> <li>• Community members</li> </ul>	<ul style="list-style-type: none"> <li>• Discussion at Committee meetings to share positives</li> <li>• ADA Coordinator to maintain communication with liaisons to keep project progress updated</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> <li>• Dashboard to be added to City website by Jan 2024</li> </ul>