



**Meeting of the Village of Buffalo Grove
Village Board
Special Meeting
June 1, 2020 at 7:30 PM**

Fifty Raupp Blvd
Buffalo Grove, IL 60089-2100
Phone: 847-459-2500

1. Call to Order

- A. Weblink: <https://www.vbg.org/june1boardmeeting> Call In: 1 312 626 6799 Webinar ID:810 0290 9550
- B. Pledge of Allegiance

2. Approval of Minutes

- A. Village Board - Regular Meeting - May 18, 2020 7:30 PM

3. Approval of Warrant

- A. Approval of Warrant #1315 (Trustee Weidenfeld) (Staff Contact: Chris Black)

4. Village President's Report

- A. R-2020-25 Resolution Extending Executive Order 2020-05 (President Sussman) (Staff Contact: Dane Bragg)

5. Village Manager's Report

- A. Phase 3 Update (Trustee Stein) (Staff Contact: Chris Stilling)

6. Special Business

7. Reports from Trustees

8. Consent Agenda

All items listed on the Consent Agenda, which are available in this room this evening, are considered to be routine by the Village Board and will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event, the item will be removed from the General Order of Business and considered after all other items of business on the Regular Agenda under New Business. (Attached).

9. Ordinances and Resolutions

- A. O-2020-38 Risk Resilience and Assessment (Trustee Pike) (Staff Contact: Michael Reynolds)

10. Unfinished Business

11. New Business

- A. Appointment of Board, Commission, and Committee Members (President Sussman) (Staff Contact: Julie Kamka)

12. Questions From the Audience

Questions from the audience are limited to items that are not on the regular agenda. In accordance with Section 2.02.070 of the Municipal Code, discussion on questions from the audience will be limited to 10 minutes and should be limited to concerns or comments regarding issues that are relevant to Village business. All members of the public addressing the Village Board shall maintain proper decorum and refrain from making disrespectful remarks or comments relating to individuals. Speakers shall use every attempt to not be repetitive of points that have been made by others. The Village Board may refer any matter of public comment to the Village Manager, Village staff or an appropriate agency for review.

13. Executive Session

- A. Executive Session - Section 2(C)(11) of the Illinois Open Meetings Act: Litigation, When an Action Against, Affecting or on Behalf of the Particular Public Body Has Been Filed and is Pending Before a Court or Administrative Tribunal, or When the Public Body Finds that an Action is Probable or Imminent, in Which Case the Basis for the Finding Shall be Recorded and Entered into the Minutes of the Closed Meeting. (President Sussman)
(Staff Contact: Evan Michel)

14. Adjournment

The Village Board will make every effort to accommodate all items on the agenda by 10:30 p.m. The Board, does, however, reserve the right to defer consideration of matters to another meeting should the discussion run past 10:30 p.m.

The Village of Buffalo Grove, in compliance with the Americans with Disabilities Act, requests that persons with disabilities, who require certain accommodations to allow them to observe and/or participate in this meeting or have questions about the accessibility of the meeting or facilities, contact the ADA Coordinator at 459-2525 to allow the Village to make reasonable accommodations for those persons.

13363
05/18/2020

**MINUTES OF THE REGULAR MEETING OF THE VILLAGE BOARD OF THE VILLAGE OF
BUFFALO GROVE HELD VIA AUDIO/VIDEO CONFERENCING ON
MONDAY, MAY 18, 2020**

CALL TO ORDER

President Sussman called the meeting to order at 7:30 P.M. This meeting is being conducted via audio and video conferencing.

ROLL CALL

Roll call indicated the following present via audio/video: President Sussman; Trustees Stein, Ottenheimer, Weidenfeld, Johnson, Smith and Pike.

Also present via audio/video were: Dane Bragg, Village Manager; Patrick Brankin, Village Attorney; Chris Stilling, Deputy Village Manager; Chris Black, Director of Finance; Brett Robinson, Director of Purchasing; Evan Michel, Management Analyst; Kyle Johnson, Civil Engineer; and Peggy Starczowski, Building & Zoning.

APPROVAL OF MINUTES

Moved by Weidenfeld, seconded by Ottenheimer, to approve the minutes of the May 4, 2020 Regular Meeting. Upon roll call, Trustees voted as follows:

AYES: 6 – Stein, Ottenheimer, Weidenfeld, Johnson, Smith, Pike

NAYS: 0 – None

Motion declared carried.

WARRANT #1314

Mr. Black read Warrant #1314. Moved by Johnson, seconded by Smith, to approve Warrant #1314 in the amount of \$3,208,644.08 authorizing payment of bills listed. Upon roll call, Trustees voted as follows:

AYES: 6 – Stein, Ottenheimer, Weidenfeld, Johnson, Smith, Pike

NAYS: 0 – None

Motion declared carried.

VILLAGE PRESIDENT'S REPORT

President Sussman read a Proclamation declaring May, 2020 as **High School Senior Recognition Month**, and offered heartfelt congratulations to the graduating students of School District 214 and School District 125.

President Sussman recognized May 15, 2020 as **National Peace Officer Memorial Day**, honoring law enforcement officers who have paid the ultimate price. The annual Candlelight Vigil held in Washington, D.C. was cancelled this year because of the COVID-19 pandemic, however, the Buffalo Grove Police Department created a Candlelight Vigil to honor the fallen.

On behalf of the Buffalo Grove Village Board, President Sussman congratulated Pete Panayiotou of the **Continental Restaurant** for 25 years of serving the residents of Buffalo Grove, and wished him many more years of success.

VILLAGE MANAGER'S REPORT

Minutes Acceptance: Minutes of May 18, 2020 7:30 PM (Approval of Minutes)

13364
05/18/2020

Mr. Bragg reported that, in order to accommodate the TIF Public Hearing for the Lake Road TIF plan, staff is proposing to re-schedule the June 15, 2020 **Village Board Meeting** until June 22, 2020. The Board was agreeable to this change.

Mr. Stilling reviewed the updated proposal for the **2020 Farmer's Market**, details of which are contained in his memo to Mr. Bragg of May 14, 2020, after which he answered questions from the Board.

Paulette Greenberg, Chair of the Farmer's Market Committee, noted that members of the Committee have visited Farmer's Markets already in operation, as well as participated in webinars sponsored by the Illinois Farmer's Market Association and the University of Illinois, and she reported on the information garnered from those activities, after which she answered questions from the Board.

Trustee Ottenheimer commended the Committee for the thorough job that they have done in researching methods to safely have the Farmer's Market in 2020, and he believes it is something that we should bring to the community. All Trustees agreed that the Farmer's Market should proceed this year. Mr. Bragg stated that staff will move forward, and will work with the Committee as well as the Park District to be sure everything is in place.

RESOLUTION NO. 2020-24 – RESTORE ILLINOIS PLAN

Mr. Bragg reviewed the proposed resolution, details of which are contained in the proposed resolution itself, as well as the Village Board Meeting Agenda Item Overview that he prepared. Mr. Bragg stated that the Village of Buffalo Grove is actually in two separate regions, which would split the Village in two, giving an example of one sandwich establishment being in the region allowed to operate, and the same type of business across the street being in the region prohibited from operating.

Board discussion followed, with the primary issue being that having different restrictions for different parts of our community would be unfair to our businesses, the lack of medical data, as well as the fact that Lake County currently has the highest rate of positive results in the state.

There was no motion to pass the proposed resolution.

Mr. Bragg reported that he had sent the Board a link to the Restore Illinois page that IDPH runs for the Northeast Region and all of the stats do look good. The numbers for COVID-19 positives have come down below the 20% threshold, hospitalizations, 7-day and 14-day trends are down, ICU utilization is down, availability is up, so it does look like the Northeast Region is going to be on schedule to move to Phase 3 on June 1, 2020, which is very encouraging. As soon as there is more guidance from IDPH, staff will be reaching out to those operators allowed to open in that Phase and letting them know what the new regulations are and working with them to make sure they are able to re-open as quickly as possible.

REPORTS FROM TRUSTEES

There were no Trustee Reports tonight.

CONSENT AGENDA

President Sussman explained the Consent Agenda, stating that any member of the audience or the Board could request that an item be removed for full discussion. The Village Clerk read a brief synopsis of each of the items on the Consent Agenda; there were no such requests.

Proclamation – 2020 Nurses Week

Motion to approve a Proclamation designating May 6-12, 2020 as Nurses Week.

Proclamation – National Emergency Medical Services Week

13365
05/18/2020

Motion to approve a proclamation recognizing May 17-23, 2020 as National Emergency Medical Services Week.

Proclamation – National Public Works Week

Motion to approve a Proclamation recognizing May 17-23, 2020 as National Public Works Week.

Moved by Weidenfeld, seconded by Pike to approve the Consent Agenda as presented. Upon roll call, Trustees voted as follows on the Consent Agenda:

AYES: 6 – Stein, Ottenheimer, Weidenfeld, Johnson, Smith, Pike

NAYS: 0 – None

Motion declared carried.

ORDINANCE NO. 2020-33 – SIDEWALK IMPROVEMENTS

Moved by Stein, seconded by Weidenfeld, to pass Ordinance No. 2020-33, 2020 Sidewalk Improvement Award to Schroeder & Schroeder, Inc. in an amount not to exceed \$257,671.05 according to information contained in Board packets and pending Village Attorney review.

Mr. Johnson reviewed the proposed ordinance, details of which are contained in his memo to Mr. Bragg of May 13, 2020.

Upon roll call, Trustees voted as follows:

AYES: 6 – Stein, Ottenheimer, Weidenfeld, Johnson, Smith, Pike

NAYS: 0 – None

Motion declared carried.

ORDINANCE NO. 2020-34 – STREET IMPROVEMENTS

Moved by Stein, seconded by Johnson, to pass Ordinance No. 2020-34, 2020 Street Improvement Award to Schroeder Asphalt Services, Inc. which was the lowest responsible and responsive bidder in an amount not to exceed \$181,068.25 according to materials contained in Board packets and pending Village Attorney review.

Mr. Johnson reviewed the proposed ordinance, details of which are contained in his memo to Mr. Bragg of May 14, 2020.

Upon roll call, Trustees voted as follows:

AYES: 6 – Stein, Ottenheimer, Weidenfeld, Johnson, Smith, Pike

NAYS: 0 – None

Motion declared carried.

ORDINANCE NO. 2020-35 – APPLE HILL/TENERIFE STREET IMPROVEMENTS

Moved by Stein, seconded by Weidenfeld, to pass Ordinance No. 2020-35, 2020 Apple Hill/Tenerife Street Improvement Award to Arrow Road Construction Company, the lowest responsible and responsive bidder in an amount not to exceed \$1,303,959.54 in accordance with materials contained in Board packets and pending Village Attorney review.

Mr. Johnson reviewed the proposed ordinance, details of which are contained in his memo to Mr. Bragg of May 14, 2020.

Upon roll call, Trustees voted as follows:

Minutes Acceptance: Minutes of May 18, 2020 7:30 PM (Approval of Minutes)

13366
05/18/2020

AYES: 6 – Stein, Ottenheimer, Weidenfeld, Johnson, Smith, Pike
NAYS: 0 – None
Motion declared carried.

ORDINANCE NO. 2020-36 – GREEN KNOLLS/GAIL STREET RECONSTRUCTION

Moved by Stein, seconded by Smith, to pass Ordinance No. 2020-36, 2020 Green Knolls/Gail Street Reconstruction Award to Berger Excavating Contractors, Inc., the lowest responsible and responsive bidder in an amount not to exceed \$1,835,587.43 according to materials contained in Board packets and pending Village Attorney review.

Mr. Johnson reviewed the proposed ordinance, details of which are contained in his memo to Mr. Bragg of May 14, 2020.

Upon roll call, Trustees voted as follows:

AYES: 6 – Stein, Ottenheimer, Weidenfeld, Johnson, Smith, Pike
NAYS: 0 – None
Motion declared carried.

ORDINANCE NO. 2020-37 – STRAND WATER MODEL

Moved by Stein, seconded by Ottenheimer, to pass Ordinance No. 2020-37, authorization to execute an agreement with Strand & Associates for professional engineering services to complete updates to the Water Model completed in 2019 in an amount not to exceed \$50,000.00 in accordance with materials contained in Board packets.

Mr. Johnson reviewed the proposed ordinance, details of which are contained in his memo to Mr. Bragg of May 14, 2020.

Upon roll call, Trustees voted as follows:

AYES: 6 – Stein, Ottenheimer, Weidenfeld, Johnson, Smith, Pike
NAYS: 0 – None
Motion declared carried.

RESOLUTION NO. 2020-22 – AGREEMENTS

Moved by Stein, seconded by Johnson, to pass Resolution No. 2020-22, amendments to Buffalo Grove Days and Fourth of July Agreements due to the impact of COVID-19 and the cancellation of Buffalo Grove Days 2020 in accordance with materials contained in Board packets.

At the request of Mr. Robinson, “pending review of the Village Attorney” was added to the motion, and agreed to by Trustees Stein and Johnson.

Mr. Robinson reviewed the proposed resolution, after which he answered questions from the Board.

Upon roll call, Trustees voted as follows on the amended motion:

AYES: 6 – Stein, Ottenheimer, Weidenfeld, Johnson, Smith, Pike
NAYS: 0 – None
Motion declared carried.

RESOLUTION NO. 2020-23 – SWANCC

Minutes Acceptance: Minutes of May 18, 2020 7:30 PM (Approval of Minutes)

13367
05/18/2020

Moved by Ottenheimer, seconded by Johnson, to pass Resolution No. 2020-23, approving Intergovernmental Agreement for Intergovernmental Personnel Benefits Cooperative for the Solid Waste Agency of Northern Cook County.

Mr. Bragg reviewed the proposed resolution, details of which are contained in the Village Board Meeting Agenda Item Overview that he prepared.

Upon roll call, Trustees voted as follows.

AYES: 6 – Stein, Ottenheimer, Weidenfeld, Johnson, Smith, Pike

NAYS: 0 – None

Motion declared carried.

PAVEMENT PATCHING

Moved by Pike, seconded by Johnson, to reject all bids for Pavement Patching project.

Mr. Robinson reviewed the staff recommendation.

Upon roll call, Trustees voted as follows.

AYES: 6 – Stein, Ottenheimer, Weidenfeld, Johnson, Smith, Pike

NAYS: 0 – None

Motion declared carried.

QUESTIONS FROM THE AUDIENCE

President Sussman reviewed the parameters to be followed by speakers and asked if there were any questions from the audience on items not on tonight's agenda; there were no such questions.

ADJOURNMENT

Moved by Weidenfeld, seconded by Ottenheimer, to adjourn the meeting. Upon roll call, Trustees voted as follows:

AYES: 6 – Stein, Ottenheimer, Weidenfeld, Johnson, Smith, Pike

NAYS: 0 – None

Motion declared carried.

The meeting was adjourned at 8:22 P.M.

Janet M. Sirabian, Village Clerk

APPROVED BY ME THIS 1st DAY OF June 2020

Village President

Minutes Acceptance: Minutes of May 18, 2020 7:30 PM (Approval of Minutes)

**Action Item : Approval of Warrant #1315****Recommendation of Action**

Staff recommends approval.

Staff recommends approval of WARRANT #1315 in an amount of 2,004,583.05.

ATTACHMENTS:

- W#1315 SUMMARY (PDF)

Trustee Liaison

Weidenfeld

Staff Contact

Chris Black, Finance

Monday, June 1, 2020

VILLAGE OF BUFFALO GROVE WARRANT #1315
1-Jun-20

General Fund:	144,273.26
Parking Lot Fund:	740.87
Motor Fuel Tax Fund:	0.00
Debt Service Fund:	121,978.13
School & Park Donations	0.00
Capital Projects-Facilities:	0.00
Capital Projects-Streets:	0.00
Health Insurance Fund:	0.00
Facilities Development Debt Service Fund:	0.00
Retiree Health Savings (RHS):	0.00
Water Fund:	684,026.11
Buffalo Grove Golf Fund:	7,396.51
Arboretum Golf Fund:	9,310.40
Refuse Service Fund:	0.00
Information Technology Internal Service Fund:	4,570.44
Central Garage Internal Service Fund:	44,493.59
Building Maintenance Internal Service Fund:	44,601.10
	<u>1,061,390.41</u>
 PAYROLL PERIOD ENDING 05/28/2020	 943,192.64
	<u>943,192.64</u>
 TOTAL WARRANT #1315	 <u>2,004,583.05</u>

APPROVED FOR PAYMENT BY THE PRESIDENT AND BOARD OF TRUSTEES OF
 THE VILLAGE OF BUFFALO GROVE, ILLINOIS

 Village Clerk

 Village President

Attachment: W#1315 SUMMARY (Warrant #1315)



Resolution No. R-2020-25 : Resolution Extending Executive Order 2020-05

Recommendation of Action

Staff recommends approval.

This resolution extends Village President, Beverly Sussman's Executive Order 2020-05 and amends orders 2020-01, 2020-3, and 2020-04 to include Governor Prizker's Executive Order 2020-38. This extension shall be coterminous with the COVID-19 disaster proclamation issued by Governor JB Pritzker unless further amended or modified.

The order permits the establishment of outdoor dining facilities under Phase 3 of the Restore Illinois Plan, permits limited liquor service in outdoor dining facilities, authorizes the Village Manager to promulgate rules for outdoor dining and permits the reopening of Village facilities as needed

ATTACHMENTS:

- Resolution Extending the Local Disaster Emergency Proclamation 6-1 (DOCX)
- 05-28-20 Executive Order (DOCX)

Trustee Liaison
Sussman

Staff Contact
Dane Bragg, Office of the Village Manager

Monday, June 1, 2020	
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RESOLUTION EXTENDING EXECUTIVE ORDER 2020-05

WHEREAS, on May 28, 2020, Village President, Beverly Sussman, issued Executive Order 2020-05 based upon the COVID-19 pandemic;

WHEREAS, the diagnosed cases of COVID-19 in the local area and the State of Illinois continue to be of concern;

WHEREAS, Illinois Governor J.B. Pritzker declared all counties in the State of Illinois as a disaster area on March 9, 2020 and issued a subsequent Order numbered 2020-38 on May 28, 2020 and;

WHEREAS, it is necessary and appropriate for the Village of Buffalo Grove to continue to take measures to protect the public's health in response to the COVID-19 outbreak;

WHEREAS, the Village Board finds that the present situation requires the extension of the Village President's Executive Order 2020-05;

NOW, THEREFORE, be it resolved as follows:

Executive Order 2020-05 dated May 28, 2020 issued by Village President Beverly Sussman is hereby extended. Said extension shall be coterminous with the COVID-19 disaster proclamation issued by Governor J.B. Pritzker unless further amended or modified.

This Resolution shall be filed with the Village Clerk as soon as is practical and spread of record to all appropriate agencies.

AYES: _____
 NAYES: _____
 ABSENT: _____

Passed _____, 2020
 Approved _____, 2020

Approved:

 Beverly Sussman, Village President

Attest:

 Janet Sirabian, Village Clerk

May 28, 2020

EXECUTIVE ORDER 2020- 05

AMENDMENT TO EXECUTIVE ORDERS 2020-01 AND 2020-03 and 2020-04

WHEREAS, on March 17, 2020, I issued Executive Order 2020-01 in response to the COVID-19 Pandemic; and

WHEREAS, on April 23, 2020, I issued Executive Order 2020-03 in response to the COVID-19 Pandemic; and

WHEREAS, on April 26, 2020, I issued Executive Order 2020-04 in response to the COVID-19 Pandemic; and

WHEREAS, on May, 28, 2020, the State of Illinois issued a new executive order and new guidance regarding the Stay at Home Order issued by Governor JB Pritzker as well as guidance regarding face coverings and said order is numbered 2020-38 and;

WHEREAS, I find that in order to maintain consistency and clarity as to the measures to be taken help reduce the spread of COVID-19 effectively and safely there should be consistency with the Governor's Order 2020- and my previous Orders;

THEREFORE, by the powers vested in me as the President of Buffalo Grove, and pursuant to Section 2.56 of the Village Code, I hereby order the following:

Section 1. Executive Orders 2020-01, 2020-03 and 2020-04 are hereby amended to adopt and incorporate Governor Pritzker's Order 2020-38, a copy of which is attached hereto as Exhibit A and adopted herein by this reference.

Section 2. The following provisions of the prior Executive Orders 2020-01 and 2020-03 and 2020-04 I have issued are repealed except as specifically set forth below.

Section 3. The Village of Buffalo Grove Village Hall and all Village public lobbies, offices and meeting rooms in public buildings are hereby closed except for essential services which shall be continued to be provided. The Village Manager may also open these facilities at his discretion. In the event that in-person service is needed, residents are to schedule an appointment using the information that is set forth on the Village website. The Village Manager may schedule Board and Commission meetings necessary to conduct Village business, at his discretion. Said meetings may occur telephonically, virtually or in person.

Section 4. All activities of soliciting, as defined in Chapter 5.24 of the Buffalo Grove Municipal Code, are hereby prohibited until further notice.

Section 5. A business owner or operator shall refuse admission or service to any individual who fails to wear face coverings as required by this Order. Additionally, all businesses subject to this Order shall post a notice at all public entrances, stating "Entrance Prohibited Without Face Covering". Said notice shall be visible by the public prior to entering the establishment and shall be in bold text a minimum of 75 type font in size and in the color and type attached hereto as Exhibit B.

Section 6. Restaurants. Consistent with the guidelines issued by the State of Illinois and attached hereto as Exhibit C and any Amendments thereto, restaurants may allow outdoor dining, including consumption of liquor subject to approval by the Liquor Control Commissioner. The Village Manager may promulgate rules governing the operation of restaurants including, but not limited to, sanitation, outdoor dining areas, permits, licenses, hours of operation and public health requirements as required during the duration of this Order.

Section 7. Penalty. The Village of Buffalo Grove Police Department and Community Development Department are authorized to enforce this Executive Order. In addition to other remedies the Village may seek, any violation of this Executive Order may subject the violator to a penalty as set forth in Chapters 1.08 and 1.12 of the Village Code.

Section 8. Golf courses are permitted to operate within the restrictions of the Stay at Home Executive Order and any restrictions published by the Illinois Department of Commerce and Economic Opportunity.

Section 9. This Executive Order shall be distributed in accordance with the Village Code.

Section 10. This Executive Order shall expire not later than the adjournment of the first regular meeting of the Corporate Authorities after the date of this Order unless sooner terminated by Proclamation of the Village President or unless amended or extended pursuant to the Village Code.

This Executive Order does not alleviate the need for strict social distancing practices and adherence to the Stay at Home Order.

Beverly Sussman, Village President

STATE OF ILLINOIS)
) SS.
COUNTY OF LAKE)

ACKNOWLEDGEMENT

I, the undersigned, a Notary Public, in and for the County and State aforesaid, **DO HEREBY CERTIFY** that Beverly Sussman, the Village President of the Village of Buffalo Grove, personally known to me, appeared before me, under oath, this day in person and acknowledged that in such capacity she signed and delivered the said instrument, as her free and voluntary act of the uses and purposes therein set forth.

GIVEN under my hand and notarial seal this ____ day of May 2020.

NOTARY PUBLIC



Information Item : Phase 3 Update

Recommendation of Action

Staff will provide an update on the Village's transition to Phase 3 of the Governor's Restore Illinois Plan.

Trustee Liaison

Stein

Staff Contact

Chris Stilling, Community Development

Monday, June 1, 2020	
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Ordinance No. O-2020-38 : Risk Resilience and Assessment

Recommendation of Action

Staff recommends approval of the Strand Associates contract in an amount not to exceed \$61,600.00, pending legal review. It is further recommended that a 10% (\$6,160) contingency be created for any unforeseen issues that may arise. This project including the contingency will be fully funded through a grant from the Northwest Water Commission.

As mandated by section 2013 of the America's Water and Infrastructure Act (AWIA) of 2018, drinking water utilities are required to perform a Risk and Resilience Assessment (RRA) and an Emergency Response Plan (ERP) for their system. After submitting the RRA, the ERP must be submitted and certified within six months. Community water systems will be required to review and revise, as necessary, their RRA and ERP every five years after the initial certification dates. The Buffalo Grove Plan is required to be submitted by June 1, 2021. Staff recommends approval.

ATTACHMENTS:

- Strand RRA & ERP Recommendation (DOCX)
- Strand Ordinance (DOCX)
- Strand Proposal (PDF)

Trustee Liaison

Pike

Staff Contact

Michael Reynolds, Public Works

Monday, June 1, 2020	
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VILLAGE OF BUFFALO GROVE



TO: Dane Bragg, Village Manager

FROM: Mike Reynolds, Director of Public Works *Mike Reynolds*

SUBJECT: Risk & Resilience Assessment and Emergency Response Plan

DATE: May 22, 2020

Pursuant to my memo in the April 23, 2020 Board packet, the Northwest Water Commission has issued a grant to the Village of Buffalo Grove in the amount of \$341,254. Accordingly, Public Works is requesting authorization to engage Strand Associates to complete a Risk and Resilience Assessment (RRA) and an Emergency Response Plan (ERP) for the Village's water system.

As mandated by section 2013 of the America's Water and Infrastructure Act (AWIA) of 2018, drinking water utilities are required to perform a Risk and Resilience Assessment (RRA) and an Emergency Response Plan (ERP) for their system. Under section 2013, community water systems (CWS) serving populations of 3,300 people or more are required to perform a RRA using the results to develop or update their ERP. After submitting the RRA, the ERP must be submitted and certified within six months. Community water systems will be required to review and revise, as necessary, their RRA and ERP every five years after the initial certification dates. These new AWIA requirements amend section 1433 of the Safe Drinking Water Act (SDWA), originally created from the Bioterrorism Act of 2002. The Act focused on incidents of terrorism and required CWS's serving more than 3,300 people to conduct a vulnerability assessment (VA) and develop an ERP. The new AWIA requirements place an emphasis on the risks of malevolent acts, natural disasters, and cybersecurity. The Buffalo Grove Plan is required to be submitted by June 1, 2021.

In 2017, the Village completed an exhaustive Request for Qualifications (RFQ) process for all professional Engineering Services which was completed in December 2017. Through this process, a committee comprised of Public Works, Engineering and Community Development staff developed a list of pre-qualified and approved engineering firms. Strand has been selected for this project based upon their response to the 2017 Engineering Request for Qualifications (RFQ) process and their knowledge of, and past experience with, the Village water system. Strand recently completed the Village's water system study and has completed similar RRA & ERP projects under the new guidelines for numerous other Village's. Their approach and associated time commitments to the work demonstrate the type of final product staff anticipates from this effort.

The work required for this professional service contract is expected to largely be completed in 2020. Some revisions and communications may linger into 2021 based on Public Works input and interactions through the review process. The Buffalo Grove RRA is required to be submitted to the Federal Environmental Protection Agency (EPA) by or before June 1, 2021. The ERP is required to be submitted within six months of the RRA submittal.

Based upon our review of the proposed scope of work and past experience with Strand, staff recommends approval of the Strand contract in an amount not to exceed \$61,600.00, pending legal review. It is further recommended that a 10% (\$6,160) contingency be created for any unforeseen issues that may arise. This project including the contingency will be fully funded through a grant from the Northwest Water Commission.

ORDINANCE 2020-_____

AN ORDINANCE AUTHORIZING AN ENGINEERING CONTRACT WITH STRAND ASSOCIATES

WHEREAS, the Village of Buffalo is a home rule unit pursuant to the Illinois Constitution of 1970;
and

WHEREAS, the Village seeks to enter into an Engineering Contract with Strand Associates to conduct a Risk and Resilience Assessment (RRA) and an Emergency Response Plan (ERP) for its water system as required by the American Water Infrastructure Act (AWIA) of 2018,

NOW THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF BUFFALO GROVE, COOK AND LAKE COUNTIES, ILLINOIS, as follows:

SECTION 1. The foregoing recitals are hereby adopted and incorporated and made a part of this Ordinance as if fully set forth herein.

SECTION 2. The Village Manager is authorized to enter into an Engineering Contract with Strand Associates to conduct a Risk and Resilience Assessment (RRA) and an Emergency Response Plan (ERP) for its water system as required by the American Water Infrastructure Act (AWIA) of 2018 at a price not to exceed \$61,600.00.

SECTION 3. If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any other provision of this Ordinance.

SECTION 4. This Ordinance shall be in full force and effect from and after its passage and approval and shall not be codified.

AYES: _____
NAYES: _____
ABSENT: _____
PASSED: _____, 2020
APPROVED: _____, 2020

APPROVED:

Beverly Sussman, Village President

ATTEST:

Janet Sirabian, Village Clerk

Attachment: Strand Ordinance [Revision 1] (O-2020-38 : Risk Resilience and Assessment)



May 19, 2020

Mr. Michael Reynolds, Director of Public Works
Village of Buffalo Grove
51 Raupp Boulevard
Buffalo Grove, IL 60089

Re: Engineering Services
Risk and Resiliency Assessment and Emergency Response Plan

Dear Mr. Reynolds:

This Proposal presents Strand Associates, Inc.®'s (Strand) anticipated **Scope of Services** and associated **Compensation** for providing engineering services to the Village of Buffalo Grove, Illinois, (Owner) for the Risk and Resiliency Assessment (RRA) and Emergency Response Plan (ERP). Additionally, a Cybersecurity Improvements Plan is proposed to be incorporated into the RRA.

Scope of Services

Proposed services can be described as follows.

RRA

1. Review existing reports and information provided by the Owner, including the following:
 - a. Vulnerability assessment and related updates
 - b. Capital improvements plans
 - c. ERPs
 - d. Crisis communications plans
 - e. Hazard-specific plans
 - f. Business continuity plan or continuity of operations plan
 - g. Information technology (IT) disaster recovery plan
 - h. Local hazard mitigation plan
 - i. Source water protection plan
 - j. Facility-specific plans
 - k. Contact information
 - l. Plans to address critical customers
 - m. Current water utility system information
 - n. Provisions for training and exercises
2. Conduct a one-day site visit that will involve a basic visual conditions assessment of the Owner's water supply, storage, and booster pumping facilities.
3. Conduct up to three remote workshops with the Owner to discuss the RRA and gather information about procedures and functions throughout the Owner's water system.

Mr. Michael Reynolds, Director of Public Works
 Village of Buffalo Grove
 Page 2
 May 19, 2020

4. Perform and submit an RRA in accordance with the America's Water Infrastructure Act (AWIA) of 2018 using American Water Works Association (AWWA) and United States Environmental Protection Agency (USEPA) SAFETY Act designated methods, including AWWA Standards J100, G430, and G440, as well as USEPA's VSAT webtool. The assessment will be based on four major facility types (water supply, pump stations, storage tanks, and distribution system) for up to five reasonable threats, as identified by the J100 standard.
5. Provide VSAT electronic files to the Owner for use in future recertifications. The Owner acknowledges that files are not intended to be suitable for use on the project unless completed by Strand and are not for reuse by the Owner or others on extensions of the project (or any other project) or for any other use or purpose without the written verification or adaptation by us. Any such reuse or modification(s) of files without the written verification or adaptation by Strand as appropriate for the specific purposes intended shall be at the Owner's sole risk and without liability or exposure to Strand.
6. Prepare a draft report summarizing the assessment, including potential improvements related to the RRA, with opinions of probable costs (OPCs), for review with the Owner. Incorporate comments as appropriate.
7. Prepare up to two final hard copies of the updated report for the Owner and a letter certifying the completion of AWIA of 2018 requirements.

Cybersecurity Improvements Plan

1. Review existing water system IT infrastructure and collect Owner-supplied data to prepare the AWWA Cybersecurity Tool Assessment.
2. Communicate with Owner's supervisory control and data acquisition (SCADA) system consultant to collect data on how the SCADA system has been developed and what cybersecurity measures are in place.
3. Develop a one-line diagram of Owner's water system IT infrastructure and review with Owner during one of the workshops listed above.
4. Review interconnections with Owner's IT staff for entering data into the AWWA Cybersecurity Tool.
5. Generate a report from the AWWA Cybersecurity Tool and review it with Owner.
6. Identify potential improvements currently in use by Owner and review options for improvements to Owner's water system IT infrastructure.
7. Review options for improvements based on the AWWA Cybersecurity Tool recommendations.
8. Prepare a draft Cybersecurity Improvements Plan including a list of potential improvements, opinions of probable cost, and potential implementation schedule. Review with Owner and incorporate as appropriate.
9. Incorporate final Cybersecurity Improvements Plan into RRA.

Mr. Michael Reynolds, Director of Public Works
 Village of Buffalo Grove
 Page 3
 May 19, 2020

ERP

1. Conduct a gap analysis to identify plans and procedures to be included with the Owner's water utility ERP based on the available standards of practice specified by the AWWA and USEPA.
2. Identify ERP contents to be added in accordance with requirements of AWIA of 2018, based on AWWA Standards G430, G440, M19, and J100, as well as all hazards perspective.
3. Use information acquired from the RRA and gap analysis to identify plans and procedures to be included with the Owner's updated water utility ERP based on the available standards of practice specified by the AWWA and USEPA, as well as the results of the RRA.
4. Assist the Owner in preparing an ERP to incorporate the items above.

Service Elements Not Included

The following services are not included in this Proposal. If such services are required, they shall be provided as noted.

1. Additional Site Visits and/or Meetings: Additional Owner-required site visits or meetings will be provided through an amendment to this Proposal or through a separate proposal with Owner.
2. Bidding- and Construction-Related Services: Bidding- and construction-related services for the project will require a separate proposal with Owner.
3. Drawings and Specifications: Final design services including drawings and specifications, if provided by Strand, will be performed under a subsequent proposal with Owner.
4. Flood Studies: Any services involved in performing flood and floodway studies, if required, will be provided through a separate proposal with Owner.
5. Preparation for and/or Appearance in Litigation on Behalf of Owner: This type of Service by Strand will be provided through a separate proposal with Owner.
6. Revising Designs, Drawings, Specifications, and Documents: Any services required after these items have been previously approved by state or federal regulatory agencies, because of a change in project scope or where such revisions are necessary to comply with changed state and federal regulations that are put in force after Services have been partially completed, will be provided through an amendment to this Proposal.

Compensation

Owner shall compensate Strand for Services on an hourly rate basis plus expenses an estimated fee of \$61,600. Expenses incurred such as those for travel, meals, printing, postage, copies, computer, electronic communication, and long distance telephone calls will be billed at actual cost plus ten percent.

Only sales taxes or other taxes on Services that are in effect at the time this Proposal is submitted are included in the Compensation. If the tax laws are subsequently changed by legislation during the life of this Proposal, this Proposal will be adjusted to reflect the net change.

Mr. Michael Reynolds, Director of Public Works
 Village of Buffalo Grove
 Page 4
 May 19, 2020

The estimated fees for the Services are based on wage scale/hourly billing rates, adjusted annually on July 1, that anticipates the Services will be completed as indicated. Should the completion time be extended, it may be cause for adjustments in the estimated fees that reflect any wage scale adjustments made.

The estimated fee will not be exceeded without prior notice to and agreement by Owner but may be adjusted for time delays, time extensions, amendments, or changes in the **Scope of Services**. Any adjustments will be negotiated based on Strand's increase or decrease in costs caused by delays, extensions, amendments, or changes.

Schedule

Services will begin upon receipt of a purchase order, which is anticipated the week of June 22, 2020. Services related to the RRA and Cybersecurity Improvements Plan are scheduled for completion on June 30, 2021. Services related to the ERP are scheduled for completion on December 31, 2021.

Standard of Care

The Standard of Care for all Services performed or furnished by Strand under this Proposal will be the care and skill ordinarily used by members of Strand's profession practicing under similar circumstances at the same time and in the same locality. Strand makes no warranties, express or implied, under this Proposal or otherwise, in connection with Strand's Services.

Owner's Responsibilities

1. Assist Strand by placing at Strand's disposal all available information pertinent to this project including previous reports, previous drawings and specifications, and any other data relative to the scope of this project.
2. Furnish to Strand, as required by Strand for performance of Services as part of this Proposal, data prepared by or services of others obtained or prepared by Owner relative to the scope of this project, such as soil borings, probings and subsurface explorations, and laboratory tests and inspections of samples, all of which Strand may rely upon in performing Services under this Proposal.
3. Provide access to the site(s) as required for Strand to perform Services under this Proposal.
4. Guarantee access to and make all provisions for Strand to enter upon public and private lands as required for Strand to perform Services under this Proposal.
5. Examine all reports, sketches, estimates, special provisions, drawings, and other documents presented by Strand and render, in writing, decisions pertaining thereto within a reasonable time so as not to delay Strand's performance.
6. Provide all legal services as may be required for the development of this project.
7. Pay all permit and plan review fees payable to regulatory agencies.

Mr. Michael Reynolds, Director of Public Works
 Village of Buffalo Grove
 Page 5
 May 19, 2020

Opinion of Probable Cost

Any opinions of probable cost prepared by Strand are supplied for Owner's general guidance only. Strand has no control over competitive bidding or market conditions and cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to Owner.

Changes

1. Owner may make changes within the general scope of this Proposal in the Services to be performed. If such changes cause an increase or decrease in Strand's cost or time required for performance of any Services under this Proposal, an equitable adjustment will be made and this Proposal will be modified in writing accordingly.
2. No services for which additional compensation will be charged by Strand will be furnished without the written authorization of Owner. The fee established herein will not be exceeded without agreement by Owner but may be adjusted for time delays, time extensions, amendments, or changes in the **Scope of Services**.
3. If there is a modification of USEPA requirements relating to the Services to be performed under this Proposal subsequent to the date of execution of this Proposal, the increased or decreased cost of performance of the Services provided for in this Proposal will be reflected in an appropriate modification of this Proposal.

Extension of Services

This Proposal may be extended for additional Services upon Owner's authorization. Extension of Services will be provided for a lump sum or an hourly rate plus expenses.

Payment

Owner shall make monthly payments to Strand for Services performed in the preceding month based upon monthly invoices. Nonpayment 30 days after the date of receipt of invoice may, at Strand's option, result in assessment of a 1 percent per month carrying charge on the unpaid balance.

Nonpayment 45 days after the date of receipt of invoice may, at Strand's option, result in suspension of Services upon five calendar days' notice to Owner. Strand will have no liability to Owner, and Owner agrees to make no claim for any delay or damage as a result of such suspension caused by any breach of this Proposal by Owner. Upon receipt of payment in full of all outstanding sums due from Owner, or curing of such other breach which caused Strand to suspend Services, Strand will resume Services and there will be an equitable adjustment to the remaining project schedule and compensation as a result of the suspension.

Data Provided by Others

Strand is not responsible for the quality or accuracy of data nor for the methods used in acquisition or development of any such data where such data is provided by or through Owner, contractor, or others to Strand and where Strand's Services are to be based upon such data. Such data includes, but is not limited to, soil borings, groundwater data, chemical analyses, geotechnical testing, reports, calculations, designs, drawings, specifications, record drawings, contractor's marked-up drawings, and topographical surveys.

Mr. Michael Reynolds, Director of Public Works
 Village of Buffalo Grove
 Page 6
 May 19, 2020

Termination

This Proposal may be terminated with cause in whole or in part in writing by either party subject to a two-week notice and the right of the party being terminated to meet and discuss the termination before the termination takes place. Strand will be paid for all completed or obligated Services up to the date of termination.

Third-Party Beneficiaries

Nothing contained in this Proposal creates a contractual relationship with or a cause of action in favor of a third party against either Owner or Strand. Strand's services under this Proposal are being performed solely for Owner's benefit, and no other party or entity shall have any claim against Strand because of this Proposal or the performance or nonperformance of services hereunder. Owner and Strand agree to require a similar provision in all contracts with contractors, subcontractors, subconsultants, vendors, and other entities involved in this project to carry out the intent of this provision.

Dispute Resolution

Except as may be otherwise provided in this Proposal, all claims, counterclaims, disputes, and other matters in question between Owner and Strand arising out of or relating to this Proposal or the breach thereof will be decided first by mediation, if the parties mutually agree, or with a bench trial in a court of competent jurisdiction within the State of Illinois.

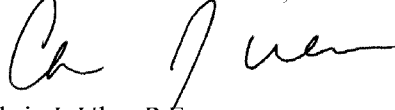
Terms and Conditions

The terms and conditions of this Proposal will apply to the Services defined in the **Scope of Services**. Owner-supplied purchase order is for processing payment only; terms and conditions on the purchase order shall not apply to these Services.

We thank you for the opportunity to provide our services for this project. If you have any comments or questions, please call me at your convenience at 815-744-4200 extension 3143.

Sincerely,

STRAND ASSOCIATES, INC.®



Chris J. Ulm, P.E.
 Senior Associate

Attachment: Strand Proposal (O-2020-38 : Risk Resilience and Assessment)



Action Item : Appointment of Board, Commission, and Committee Members

Recommendation of Action

Staff recommends approval.

President Sussman will recommend appointments to the Village's Board, Commissions, and Committees. Recommended appointments are attached.

ATTACHMENTS:

- 2020-2021 Appointments (DOCX)

Trustee Liaison
Sussman

Staff Contact
Julie Kamka, Office of the Village Manager

Monday, June 1, 2020	
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2020-2021 Committees, Commissions and Boards Appointments

Board of Fire and Police

Commissioners

- Jane Dibbern - Chair
- Adriane Johnson
- Lisa Hartman
- Scott Fishman
- Stuart Berman

Planning and Zoning

Commission

- Frank Cesario- Chair
- Amy Au
- Matthew Cohn
- Steven Goldspiel
- Zill Khan
- Adam Moodhe
- Mitchell Weinstein
- Kevin Richards
- Neil Worlikar

Electrical Commission

- Ron Hackett- Ex Officio
Chairman
- Harold Kabb
- George Koriath
- Wayne Kowalski

Health Commission

- Deb Moritz -Chair
- Mike Garfield
- Karleen Pitchford
- Doug Pitchford
- Dr. Becky Bergman
- Stuart Kanowitz

Farmers Market Committee

- Paulette Greenberg- Chair
- Larry King
- Ed Muldoon
- Sarah Lee
- Jackie Beegun

Commission for Residents

with Disabilities

- Rick Kahen- Chair
- Donna Garfield
- Dean Klassman
- David Morton
- Judy Samuels
- Beth Shapiro
- Jack Shapiro
- Larry Sweica
- Mark Weiner
- Debbie Verson
- Lexi Robinson
- Leo Njongmeta
- Martin Sussman
- Matthew Dragon

Police Pension Board

- Jeffrey Feld
- Kenneth Fox

Firefighters Pension Board

- Larry Stanley
- Arthur Malinowski

Buffalo Grove Days

- Paulette Greenberg- Co-
Chair
- Eric Gordon- Co-Chair
- Steve Antman
- Cody Bartlett
- Dianne Bartlett
- Jackie Beegun
- Ed Bjers
- Alan Danenberg
- Karen Danenberg
- Sheri Ginsberg
- Ron Greco
- Lori Hackett
- Ron Hackett
- Howard Hoffman
- Randy Kittel
- Marlene Kozak
- Ken Lazar

- Sarah Lee
- Betty Lou Manso
- Adam Moodhe
- Debi Mortiz
- Matthew Norman
- Rhonda Norman
- Alan Nudelman
- Beth Nudelman
- Rodney Odelson
- Lee Orlov
- Doug Primack
- Jane Primack
- Marian Rodriguez
- Debra Rybarczyk
- Vikas Shah
- Arti Sinha
- Marc Spunt
- Nancy Winter
- Abhijeet Thorat
- Don Geno
- Brad Schencker
- Noopur Mehrotra

Ethics Commission

- Marc Blumenthal
- Bruce Bohrer
- John Green
- Walter Jasinski
- Debra Rybarczyk
- Lenna Scott



Information Item : Executive Session - Section 2(C)(11) of the Illinois Open Meetings Act: Litigation, When an Action Against, Affecting or on Behalf of the Particular Public Body Has Been Filed and is Pending Before a Court or Administrative Tribunal, or When the Public Body Finds that an Action is Probable or Imminent, in Which Case the Basis for the Finding Shall be Recorded and Entered into the Minutes of the Closed Meeting.

Recommendation of Action

N/A

Executive Session - Section 2(C)(11) of the Illinois Open Meetings Act: Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

Trustee Liaison

Sussman

Staff Contact

Evan C Michel, Office of the Village Manager

Monday, June 1, 2020	
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