



Meeting of the Village of Buffalo Grove
Village Board
Committee of the Whole
April 5, 2021 at 7:30 PM

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

1. Call to Order

- A. Pledge of Allegiance
- B. Open Meetings Act Information

Pursuant to Public Act 101-0640 as well as the Disaster Proclamation and Executive Orders issued by Governor Pritzker, this meeting will be held in person with capacity limited physical attendance. Those not willing or able to physically attend can still fully participate electronically by utilizing the Zoom link below.

Zoom Link: www.vbg.org/april5meeting

Phone Number: 312-626-6799

Meeting ID: 883 8649 0666

Instructions for how the public can see, listen and/or participate in meetings are listed immediately below this statement. In accordance with the Open Meetings Act, any person shall be permitted an opportunity to address public officials under the rules established and recorded in the Buffalo Grove Municipal Code. The Village President reserves the right to alter the order of the appearance of speakers to maintain decorum during the meeting. Due to the COVID-19 pandemic and CDC guidelines for social distancing, physical attendance is limited to 20 persons in addition to Elected Officials and Staff. All seats are on a first come, first served basis. All persons physically attending the meeting will be required to don an appropriate face covering during the duration of the meeting and shall be required to undergo a body temperature scan before entering the Jeffrey S. Braiman Council Chambers. The Village of Buffalo Grove reserves the right to deny entry to any person displaying COVID-19 symptoms or a body temperature exceeding 100.4 degrees Fahrenheit. All meeting participants shall observe CDC-published guidelines for social distancing while attending the meeting

2. Special Business

- A. Fire Department Accreditation Update (Trustee Smith) (Staff Contact: Mike Baker)
- B. Buffalo Grove Community Foundation Update (Trustee Weidenfeld) (Staff Contact: Evan Michel)
- C. 2020-2021 Snow and Ice Control Update (Trustee Pike) (Staff Contact: Bryan Beitzel)
- D. Police Department's Mental Health CFS/Police Social Worker Program Review (Trustee Smith) (Staff Contact: Steven Casstevens)
- E. Water Billing Update (Trustee Weidenfeld) (Staff Contact: Chris Black)
- F. Summer Event Update (Trustee Smith, Trustee Stein) (Staff Contact: Michael Skibbe)

3. 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.

4. 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: Dane Bragg)
- B. Executive Session - Section 2(C)(5) of the Illinois Open Meetings Act: (5) the Purchase or Lease of Real Property for the Use of the Public Body, Including Meetings Held for the Purpose of Discussing Whether a Particular Parcel Should be Acquired. (President Sussman) (Staff Contact: Dane Bragg)

5. 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.



Action Item : Fire Department Accreditation Update

Recommendation of Action

Staff recommends presentation.

Fire Chief Baker and Fire Analyst Grace will present an overview of the Fire Department's accreditation efforts and associated timeline.

ATTACHMENTS:

- Accreditation Process and Resource Memo COW 4.5.21 - v2 TG (DOCX)

Trustee Liaison
Smith

Staff Contact
Mike Baker, Fire

Monday, April 5, 2021	
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VILLAGE OF BUFFALO GROVE



MEMORANDUM

DATE: April 1, 2021

TO: President Beverly Sussman and Board of Trustees

FROM: Mike Baker, Fire Chief
Tyler Grace, Fire Department Management Analyst

SUBJECT: Fire Department Accreditation Update and Timeline

In 1986, the International Association of Fire Chiefs and the International City/County Management Association came together to develop a framework for the continuous improvement of the fire and emergency services, resulting in the formation of the fire service's accreditation body, the Center for Public Safety Excellence (CPSE). From its inception, CPSE values involvement from diverse organizations on CPSE board and commissions, including the International Association of Fire Chiefs (IAFC), the International City/County Management Association (ICMA), the International Association of Fire Fighters (IAFF), the National Fire Protection Association (NFPA), the Insurance Services Office (ISO), and the Department of Defense (DoD).

Fire accreditation, is a quality improvement model based on risk analysis, self-assessment, and community adopted performance targets, resulting in a process by which the Department can continue to pursue continuous improvement through self-reflection and industry best practices. Accreditation is broken down into three different stages: registered agency status, applicant status, and candidate status. While each stage has a time limitation (three years for registered status, and eighteen months for applicant status), the Department can reduce the time it spends within each stage according to its needs. The time schedules listed below are estimations for completion of each stage of the accreditation process. It is projected that the Buffalo Grove Fire Department will achieve formal accreditation in March of 2023.

Registered Agency Status: July 2019 - April 2021

*Associated Projects: Community Risk Assessment
Standards of Cover*

During registered agency status, the Department completed a number of assessment and goal setting exercises that provided direction for future improvement within the Department. The final product of the Registered Agency period, the Department's Community Risk Assessment (CRA) and Standards of Cover (SOC) documents, are in their final draft. These documents identifies the types of risks that exist within the community, how the Department has structured itself to reduce the impacts of those risks, and ultimately, how the Department preforms when those risks present themselves within the community. The CRA and SOC documents sets a standard by which the Department measures itself and will guide future improvements in service delivery.

Applicant Status: May 2021 - August 2022

*Associated Projects: Self-Assessment Manual
Strategic Planning*

With the final draft of the SOC completed, the Department is beginning to transition to the preliminary stages of the applicant phase of accreditation. This phase focuses on two documents, the Department's Strategic Plan and its Self-Assessment Manual. In the summer of 2021, the Department will kick off an update to its current strategic plan. The strategic planning process will include both internal and external stakeholders to ensure the inclusion of a wide variety of perspectives. After input is gathered from these stakeholders, an internal strategic planning team made up of chief officers and lieutenants will meet to determine Department priorities and approve the final copy of the strategic plan. Concurrent with strategic planning, the Department's accreditation team will begin the self-assessment process.

The Self-Assessment Manual is used to evaluate the Department's processes and provides additional methods in which the Department can identify strengths and opportunities for future growth. The Self-Assessment Manual will require input from all levels of the department, as well as from each service area including EMS, Fire Prevention, Fire Suppression, Emergency Management and Special Teams. During this process, team members will evaluate the Department on 11 different subject areas and 250 performance indicators including administration, planning, financial processes, and core programs. In the fall of 2021, a mentor from CPSE will be assigned to the Department to review draft work products and to provide guidance as the Department moves to complete its Self-Assessment Manual.

Candidate Status: August 2022 - March 2023

*Associated Projects: Peer Team Coordination
Accreditation Hearing*

Once the Department has completed its Self-Assessment Manual, it moves into candidate status and officially initiates the accreditation review process. A peer assessment team made up of fire department members from around the country will be assigned to Buffalo Grove and will assess the Department through an offsite document review and an intensive three day site visit. During this period, the peer review team will provide the Department with initial feedback and may request additional documentation. Should the peer review team recommend that the Department be accredited, the Department will send essential staff to the accreditation hearing, where a vote will be taken on granting accredited status. It is anticipated that the Department will appear before the Accreditation Commission in March of 2023.



Information Item : Buffalo Grove Community Foundation Update

Recommendation of Action

Staff recommends discussion.

Staff will provide an update on the current and future initiatives of the Buffalo Grove Community Foundation.

ATTACHMENTS:

- BGCF 2020 Annual Report (PDF)

Trustee Liaison
Weidenfeld

Staff Contact
Evan C Michel, Office of the Village Manager

Monday, April 5, 2021	
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BUFFALO GROVE
COMMUNITY
FOUNDATION

Impact Report 2020

Attachment: BGCF 2020 Annual Report (Community Foundation Update)

"Dedicated to improving the quality of life of
the entire Buffalo Grove community"



Dave Weidenfeld, Chair

A Note From Dave Weidenfeld

I'm pleased to report to you on the very first year of the Buffalo Grove Community Foundation, which is a 501 (c) (3) organization. The Foundation exists to support and sustain activities that add to the quality of life in Buffalo Grove and help make it the wonderful community that it is. Residents may make tax deductible donations to support the Foundation's general work or they may make donations to support very specific activities or events.

As with every organization over the year 2020 the ability of the Foundation to act has been significantly limited. Activities for families in the community had to be canceled and events had to postponed. This also limited our ability in the fundraising area as many felt constrained in their ability to support charitable efforts in general.

Despite those limits the Foundation has provided both cultural events and supported charitable activities in the community. The Foundation sponsored the creation of Stay at Home Story Time Hour which presented numerous stories read by professional actors for families to enjoy. In all there were ten different stories and all were made available at no cost to Village residents, and also to the surrounding community. Second, acting in conjunction with the Vernon Township Food Pantry the Foundation provided the funding for back to school supplies for students in the community who needed assistance in acquiring those supplies.

The Foundation has received numerous donations in memory of Rick Kahen, the long time chair of the Buffalo Grove Commission for Residents with Disabilities, which has since been renamed in his honor. Those donations will be earmarked for projects and events that the Commission identifies as advancing access for individuals with disabilities or creating events to benefit the disabled community.

While I expect that 2021 will present continuing challenges I look forward to being able to expand its support of events and activities that maintain and enhance life in Buffalo Grove.

Wishing you and your family a safe and healthy 2021.

Dave Weidenfeld

Chair

Buffalo Grove Community Foundation

2020 Major Programs



Stay at Home Story Time Theatre

The BGCF collaborated with the Remy Bumpo Theatre to produce "Stay at Home Story Time Theatre." Their talented actors and actresses recorded themselves reading short stories that the whole family could enjoy. This program reached over 3,170 individuals!



Implicit Bias Workshop

The League of Women Voters hosted "Anger To Action: Implicit Bias Training." The BGCF donated \$500 to insure that the workshop would be free to all the entire community. Through this donation, 125 people were able to participate.



Rick Kahen Memorial Donations

Rick Kahen, a long-term member and 20+ year chair of the Village's Commission for Residents with Disabilities (CRD) passed away in September 2020. The BGCF accepted \$1,842 in gifts on behalf of the CRD to fund future projects.



Back Packers Club

The Vernon Township Backpackers Club program donated over 120 backpacks with new school supplies those in need. BGCF donated \$250 which funded the supplies for ten students.

2020 Financial Facts



\$7,721

in community donations in the first 10 months



\$5,595

cash on hand after start up costs



\$1,375

in total gifts and production costs



\$4,220

funds available for future programs

2021 and Beyond!

The BGCF is excited to continue its work of enhancing the quality of life in Buffalo Grove. In 2021, the foundation will focus its efforts in three key areas:

Enhancing Internal Operations: The foundation is supported by a dedicated executive team. We will be recruiting four additional community members to join our team. This team will then begin a strategic planning process to identify the foundation's future initiatives, goals, and action steps.

Community Outreach Activities: We have entered into a partnership with the School District 214 Internship Program. We will utilize the talents of a student intern to assist us with the development of a marketing plan.

Supporting Community Partners: During our inaugural year, we have made numerous mutually beneficial partnerships with other community organizations. These groups include Vernon Township, the League of Women Voters, the Commission for Residents with Disabilities, and Give 'N Kind. We will continue to foster these relationships by supporting new and enhanced programming.



Action Item : 2020-2021 Snow and Ice Control Update

Recommendation of Action

Staff recommends discussion.

Staff will provide an overview of the 2020-2021 winter season, and present lessons learned from the Snow and Ice Control Plan changes that were implemented.

Trustee Liaison

Pike

Staff Contact

Bryan K Beitzel, Public Works

Monday, April 5, 2021	
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Information Item : Police Department's Mental Health CFS/Police Social Worker Program Review

Recommendation of Action

Staff recommends presentation

Deputy Chief Scott Eisenmenger will review the police department's response to mental health calls for service over the last 5 years, along with providing an overview of the police social worker program and staff recommendation.

ATTACHMENTS:

- 2021 Mental Health Calls Service & Police Social Worker Review (PDF)

Trustee Liaison
Smith

Staff Contact
Steven Casstevens, Police

Monday, April 5, 2021

VILLAGE OF BUFFALO GROVE



MEMORANDUM

DATE: April 5th, 2021

TO: Village Board President and Trustees

FROM: Scott Eisenmenger, Deputy Police Chief

SUBJECT: Mental Health Calls for Service / Police Social Worker Review

Background

Law enforcement's response to persons experiencing a mental health crisis is a complex issue – and one our command staff has been focused on for some time. Contemporary health care systems, social service programs, and common law principles place law enforcement on the frontlines of addressing conflict between persons in mental health crisis and social norms. As our agency has evolved to meet the needs of our residents, we have committed to engaging all stakeholders as we seek solutions to this issue. In 2015 the Buffalo Grove Police Department developed a comprehensive plan to address our response to calls involving a mental health component. Our focus was to learn about threats to our existing policies and training protocol along with ensuring the needs of our officers and residents were being met. The plan composed three parts:

1. Collect, track, and report the number of police calls for service involving a mental health component on an annual basis
2. Hire a full-time police social worker
3. Meet the requirements of the International Association of Chiefs of Police – One Mind Campaign
 - o Establish a sustainable partnership with a community health organization
 - o Implement a policy addressing police response to persons in mental health crisis
 - o Certify 100% of sworn officers are Mental Health First Aid trained
 - o Certify 20% of sworn officers are Crisis Intervention Team trained

In 2015 the police department began to collect and track calls for service with a mental health component utilizing an internal coding process. This method was reinforced through internal supervisor staff communications and inclusion into our departmental goals and objectives. In June 2016 the police department hired a part-time social worker after utilizing contracted social services through OMNI Youth Services. Within six months, the police department social worker had logged over 700 contacts ranging from domestic trouble to psychoeducation and mental health crisis follow-up. After a workload analysis, a proposal to increase the police social worker position to full-time status was approved in January 2017.

In May 2017, the police department pledged to meet the requirements of the IACP One Mind Campaign and in 2018; the police department was recognized as one of only 571 law enforcement agencies in the nation achieving this designation. As more officers were trained in Mental Health First Aid, and the higher level training Crisis Intervention Team (CIT) certification,

we developed a new goal of obtaining CIT training for 100% of our sworn staff. This adjusted goal was based on research that suggested CIT trained officers resulted in less force applied by police officers and less injuries to patients and officers. This new goal was achieved in 2020.

Analysis

The police department requires a two officer response to all mental health calls for service – to ensure a safe environment and increase the chances of a personal connection with the patient. Between 2015 and 2020 the police department responded to 1077 mental health calls resulting in an average of 180 calls per year. This represents almost 3% of all 911 calls for service during this time period. Forty-eight percent of mental health calls occur between 3:00PM and 11:00PM (afternoon shift) followed by 34% between 7:00AM and 3:00PM (day shift) and 18% between 11:00PM and 7:00AM (night shift). The average amount of time spent on a mental health call is 57 minutes. Seventy-five percent of all dispositions result in transportation to the hospital while 24% are resolved on scene. Less than 1% results in an arrest.

The police social worker provides follow-up crisis intervention, short-term counseling, and resource referrals to residents who are involved in a police call. Other responsibilities include psychoeducation and support for residents, coordination of the police department peer support team, management of the police youth peer jury program, community engagement activities, and, liaison with other municipal and social service organizations. The police social worker handles on average 1000 contacts per year with 20% of those contacts from the same household. While most referrals come from Buffalo Grove Police Officers, approximately 5% originate from the fire department with a smaller portion coming from community organizations. The top five types of contact include: domestic trouble, general mental health (includes suicide threats), domestic battery, substance abuse, and senior support (disability, hoarding, etc.).

Recommendation

In 2015, the President's Taskforce on 21st Century Policing highlighted several recommendations on how policing practices can promote effective crime reduction while building public trust. Part of the trust equation involves changing assumptions about policing and community member experiences – bridging the gap between these differences – then working together to improve quality of life for all stakeholders. The police department maintains a highly trained staff and comprehensive policies which have resulted in positive outcomes for residents and officers. Just three short weeks ago, patrol officers were dispatched to an armed suicidal person inside a home. Officers on scene developed a rapport – predicated on a newly formed relationship of trust – with a person who eventually relinquished the weapon and voluntarily went to the hospital.

Police social workers contribute to public trust through victim advocacy, conflict resolution and referral services. The police social worker continues to provide high levels of clinical support to our residents while also serving as a resource for other Village departments when needed. The police social worker is a vital component of our community engagement strategies, particularly with our senior population and those who have fallen on hard times. A workload analysis of the police social worker position suggests the current staffing of one full-time social worker currently meets the needs of residents and Village departments. Staff recommends the continuation of data collection of mental health related calls in order to monitor trends along with maintenance of full-time police social worker services.



Information Item : Water Billing Update

Recommendation of Action

Staff recommends discussion.

Staff recommends that the Village begin applying penalties to newly incurred past due water and sewer balances beginning with bills issued in May 2021. Staff is seeking the Board's comments on this matter. Should the Village Board concur with staff's recommendation, the Village will begin applying penalties on past due water and sewer balances beginning for bills issued May 2021.

ATTACHMENTS:

- water billing update BOT (DOCX)

Trustee Liaison
Weidenfeld

Staff Contact
Chris Black, Finance

Monday, April 5, 2021	
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VILLAGE OF BUFFALO GROVE



MEMORANDUM

DATE: April 1, 2021

TO: Village President Beverly Sussman and Trustees

FROM: Dane Bragg, Village Manager

SUBJECT: Applying Penalties on Past Due Water and Sewer Balances

Policy Question

Should the Village Board reinstitute penalties on past due water and sewer balances?

Recommendation

Staff recommends that the Village begin applying penalties to newly incurred past due water and sewer balances beginning with bills issued in May 2021.

Governor's Order and Surrounding Communities

At the beginning of the COVID-19 pandemic, Governor Pritzker and Attorney General Raoul urged the Illinois Commerce Commission to immediately institute a moratorium on shutoffs for all utility companies across Illinois - including energy, telecommunications, and water - until the state disaster proclamation has been lifted. In April 2020, the Village stopped applying penalties to past due balances on water and sewer bills and stopped water service disconnections for same.

Municipal utilities are not regulated by the ICC but many voluntarily discontinued applying late payment fees and usage shut-offs. In December 2020, the Northwest Municipal Conference conducted a survey of member municipalities regarding the application of past due penalties and usage of shutoffs.

Twenty-five communities responded to the survey. Of the responding communities, eight were currently waiving late penalties on past due balances. However, the vast majority of the municipalities had waived penalties for several months during the last year and had since reinstituted them. The majority of municipalities planned to have a moratorium on shutoffs until at least April 2021.

Outstanding Receivables

The Village's policy of applying late fees on past due balances and issuing second notices to customers have served as important measures to minimize outstanding receivables. The efficacy of this policy became clear when the Finance Department analyzed the change in active accounts more than 60 days past due for both March 2020 and March 2021. For

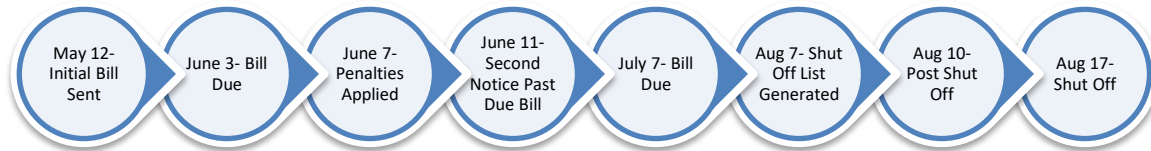
Attachment: water billing update BOT (Water Billing Update)

residential customers, the number of past due accounts over the 12-month period has doubled to 500, as compared to 2020. The amount owed to the Village has nearly tripled since 2020 and is currently \$245,100. The number of delinquent commercial accounts has decreased from 27 to 23 and the amount due is \$52,900, a 6.1% increase from 2020.

Penalties and Shutoffs

Staff recommends the Village Board authorize the application of penalties to newly incurred past due water and sewer balances beginning with bills issued in May 2021. The Village currently offers payment plans to all customers requesting assistance. To be eligible for a payment plan the utility user must have balances exceeding \$500, with 10% of the delinquent balance paid initially, and the remaining balance paid in six monthly installments. Due to notice requirements, customers are provided more than 90 days to pay an outstanding bill or establish a payment plan before water services are disconnected.

The first group of customers subject to penalties on past due balances would be the group billed on May 12, 2021 based on the staff recommendation. As shown below, the customers would not be eligible for service shutoff until at least August 17, 2021.



The Finance Department will continue to accommodate customers that experience financial difficulties by offering payment plans.

Next Steps

Staff is seeking the Board's comments on this matter. Should the Village Board concur with staff's recommendation, the Village will begin applying penalties on past due water and sewer balances beginning for bills issued May 2021.



Action Item : Summer Event Update

Recommendation of Action

Staff recommends discussion.

Staff will provide an update on Summer Event Planning

ATTACHMENTS:

- 2021-0331 Summer Events Update Memo (PDF)
- 2021-0331 Modified Event Cost Projection (PDF)

Trustee Liaison

Smith, Stein

Staff Contact

Michael K Skibbe, Public Works

Monday, April 5, 2021	
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VILLAGE OF BUFFALO GROVE



MEMORANDUM

DATE: March 31, 2021

TO: Dane Bragg, Village Manager

FROM: Mike Skibbe, Director of Public Works

SUBJECT: Summer Events Update

Recommendation

Staff recommends a modified event schedule and larger event footprint to provide an adaptable approach to BG Days event planning, given current uncertainty. By receiving consensus on three main building blocks to an event – Carnival at Mike Rylko Park, Entertainment at Willow Stream Park, and a Fireworks display on Sunday evening – the BG Days committee can begin planning around the knowns today, limit financial exposure via equipment rental and contracts, and remain open to the addition of more feature events if the pandemic response allows.

Background

At the March 1 Committee of the Whole meeting, the viability of various summer events was discussed. Two events, the Farmer's Market and Fourth of July Fireworks, received consensus to move forward under the current directives of Governor Pritzker and the Illinois Department of Public Health. One event series cancellation was announced, with the Buffalo Grove Symphonic Band stating that their events would not happen in 2021.

The remaining event, Buffalo Grove Days, continues to be evaluated. At the meeting of the Village Board on March 15, 2021, staff last reported on informational updates, contract negotiations, and modified event ideas. This memorandum contains further updates that have become available in recent weeks, and begins to answer trustee questions surrounding a modified event with associated financial costs.

Informational Updates

- 1) Governor Pritzker's office released information regarding festival guidelines in both Phase 4 and new "Bridge Phase" between Phase 4 and 5. A given amount of attendees per square foot of festival area have been released in these guidelines.
- 2) While previously announcing a cancellation, Arlington Heights announced that the Frontier Days festival was now being reevaluated, given the Governor's new guidelines.
- 3) We are beginning to hear reports that some communities are pushing their July 4th events back further in the year. Others continue to be wait and see.

Buffalo Grove Days Committee

In the last update, we shared that Co-Chair Paulette Greenberg was reaching out to the committee members to gauge interest in working an event this year. She reports that 22-25 people will be available to commit to event planning, coordination, and working the event. They are not interested in providing additional cleaning services, sanitation, etc. Choice of events, and equipment supplied, will be important to keep in mind so as to limit sanitation needs. For example, we cannot fill a field with tables to support a food truck event, as that would increase the need for sanitizing. However, the volunteers could be available to count attendees in and out of an event, if needed, to comply with the Governor's festival guidelines.

The BG Days committee suggests waiting to make any final decisions, or sign contracts, until the end of May. This would limit financial risk, but may limit our options if we decide to look for vendors later in the year. Those vendors may be booked, including if more events decide to postpone to Labor Day Weekend instead of July 4th.

Getting Creative – Modified Event

As reported at the last board meeting, the committee, and staff, are continuing to brain storm ideas about how a modified event could occur. The carnival may be able to occur if the foot print is enlarged and an agreement about proper sanitation and social distancing is agreed upon with the vendor. Entertainment, specifically music, could occur in a new format to limit risk, even if it is too late to line up the stage vendor. Fireworks could be added back into the BG Days weekend, as the fireworks vendor has an opening in their schedule. Melrose has indicated that a final decision would be required mid-June of 2021, in order to book the event.

The keys to a modified event include:

- 1) Creative ideas that limit financial exposure on the contract side, possibly finding smaller scale avenues to pursue for stage set up, entertainment, etc.
- 2) Minimize risk from a social distancing perspective, by spreading out the event footprint.
- 3) Limiting the amount of volunteers needed to staff the event, by attempting to limit the need to "police" mask usage, limit the labor needed to sanitize areas/equipment/tables/restrooms.

Building off of these guidelines, and looking at what a modified event schedule might include, staff offers the following suggested event structure. Three main events could begin to be planned, with additional smaller pieces falling into place later in the year.

1- Carnival – Mike Rylko Park

The carnival does not have any upfront cost to the Village. Profits are shared under the existing contract, so if the carnival doesn't make money, neither will the Village. The financial risk here is low. Staff would suggest allowing the carnival to set up at the current BG Days site, and run Thursday evening through Monday. Without a food tent, they could spread out in a larger footprint, in order to allow line queueing and better social distancing.

We would suggest asking the carnival to keep tabs on the number of attendees within their area, per the Governor's guidelines. In Phase 4, our initial calculations suggest 1,800 people could be in attendance at the carnival at any one time. Additional fencing/barriers may be required around the carnival to ensure capacity restrictions can be enforced.

2- Entertainment – Willow Stream Park

In an effort to increase the foot print of the event, and limit the financial exposure around stage rental, staff would recommend moving the entertainment over to Willow Stream Park. This

would require more coordination with the Park District, but there is an existing band shell on the property and a field that could support around 4,000 people in Phase 4, depending on the actual area coordinated for viewing. Staff has discussed this option with the Park District and they are amenable to the concept of using Willow Stream Park for entertainment and possible food/liquor providers.

Because of the band shell, the decision to rent a stage could be pushed back later in the year. In other words, the risk of a stage not being available for BG Days could be offset by having the band shell available. Because the BG Days committee has suggested a three-day modified event, the entertainment schedule could include portions of Friday, Saturday, and Sunday. Willow Stream Park is a short hike from Mike Rylko Park, using the convenient Route 83 pedestrian overpass.

3- Fireworks – Buffalo Grove Golf Course

As mentioned previously, the fireworks vendor is willing to add a show for Labor Day weekend. This could be scheduled for Sunday evening, at the same cost and set up as developed for the Fourth of July event.

There are many reasons to spread out the foot print of the event this year. With larger foot prints, there will be less need to remind folks to social distance. Parking to attend the event will also naturally spread out, given our inability to run busses from specific parking areas. Finally, we are less likely to exceed any attendance thresholds with larger areas for the separate events.

Financial Implications

Staff has attempted a budget for this modified event, as shown in the attached table. It should be noted, however, that the attached budget is based on probable estimates and is subject to change. Because of this, the Village's financial exposure may be greater than in past years.

Next Steps

Staff will continue to gather information, and work with the BG Days Committee and Park District to solidify ideas surrounding a modified BG Days event. Within the schedule of the three main events listed above, there may be opportunities to start adding back other events, like the car show, as restrictions ease. We're also awaiting further information on liquor licenses for festivals that would impact food and beverage services.

Buffalo Grove Days

2021 Modified Event Estimates

Revenue	2019	2021 Estimate	Notes
Event Donations	\$ 32,025	\$ 20,000	Projecting one-third reduction
Food Vendor Fees	\$ 7,350	\$ -	No 2021 revenue expected
BG Chamber Revenue Share	\$ 24,460	\$ -	No 2021 revenue expected
Parade Fees	\$ 1,575	\$ -	No 2021 revenue expected
Craft Show Fees	\$ 1,335	\$ -	No 2021 revenue expected
Ice Sales	\$ 390	\$ -	No 2021 revenue expected
Carnival Sales	\$ 91,132	\$ 60,000	Projecting one-third reduction
Corn and Beverage Sales	\$ 13,230	\$ -	No 2021 revenue expected
All Other Revenue	\$ 482	\$ -	No 2021 revenue expected
Total Revenue	\$ 171,979	\$ 80,000	
Expenditures			
Entertainment	\$ 48,413	\$ 15,000	
Parade Expenses	\$ 6,500	\$ -	No 2021 expense expected
Transportation Expenses	\$ 11,208	\$ -	No 2021 expense expected
Advertising	\$ 4,927	\$ 2,000	
<i>Equipment/Contracts</i>			
-Melrose Fireworks	\$ -	\$ 26,500	Same cost as July 4th
-Service Sanitation	\$ 18,889	\$ 19,000	50% Deposit Required
-Gen Power	\$ 9,229	\$ 10,000	50% Deposit Required
-Indestructo Tents	\$ 28,351	\$ 5,000	50% Deposit Required
-American Mobile Staging	\$ 8,870		If Willow Stream Bandshell utilized \$0, else \$9,000
-Sound Works Productions	\$ 15,570	\$ 16,000	For bandshell set up
-Pac-Van Mobile Office	\$ 5,055	\$ 5,000	50% Deposit Required
-Communications Direct	\$ 1,044	\$ -	No 2021 expense expected
-Rolling R Golf Carts	\$ 8,825	\$ -	No 2021 expense expected
-First Student	\$ 11,208	\$ -	No 2021 expense expected
-Rent a fence	\$ 3,003	\$ 3,000	
-Custodial Service	\$ 2,800	\$ 4,500	Increase for additional sanitation needs
Consulting	\$ 5,423	\$ -	No 2021 expense expected
Non-Profit Donations	\$ 11,810	\$ -	No 2021 expense expected
All Other Expenditures	\$ 16,563	\$ 4,000	Contingency for unexpected expenses
Total Expenditures	\$ 217,688	\$ 110,000	
Net Income/(Loss)	\$ (45,709)	\$ (30,000)	Village has budgeted a \$30,000 expense in 2021



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

Dane Bragg, Office of the Village Manager

Monday, April 5, 2021	
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Information Item : Executive Session - Section 2(C)(5) of the Illinois Open Meetings Act: (5) the Purchase or Lease of Real Property for the Use of the Public Body, Including Meetings Held for the Purpose of Discussing Whether a Particular Parcel Should be Acquired.

Recommendation of Action

Staff recommends going into executive session.

Executive Session - Section 2(C)(5) of the Illinois Open Meetings Act: (5) The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

Trustee Liaison
Sussman

Staff Contact
Dane Bragg, Office of the Village Manager

Monday, April 5, 2021	
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