



Meeting of the Village of Buffalo Grove
Village Board
Committee of the Whole
March 1, 2021 at 7:30 PM

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

1. Call to Order

A. Open Meetings Act Compliance

Pursuant to Public Act 101-0640 as well as the Disaster Proclamation and Executive Orders issued by Governor Pritzker, this meeting will be held electronically by utilizing the Zoom link below.

Zoom Link: www.vbg.org/march1meeting

Phone Number: 312-626-6799

Meeting ID: 834 0445 1146

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.

B. Pledge of Allegiance

2. Special Business

- A.** Discussion Regarding Solid Waste Agency of Northern Cook County Fees (Trustee Smith) (Staff Contact: Chris Stilling)
- B.** Community Development Software Update (Trustee Weidenfeld) (Staff Contact: Nicole Woods)
- C.** Community Engagement Update (Trustee Weidenfeld, Trustee Johnson) (Staff Contact: Evan Michel)
- D.** Discussion Regarding Video Gaming License Fees for 2021-22 (Trustee Smith) (Staff Contact: Chris Stilling)
- E.** 2021 Summer Events Discussion (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)(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.



Information Item : Discussion Regarding Solid Waste Agency of Northern Cook County Fees

Recommendation of Action

Staff recommends discussion.

As part of the residential refuse fee, the Village collects a fee to cover the costs for the Solid Waste Agency of Northern Cook County (SWANCC) transfer station in Glenview. Staff recommends that the Village Board increase the SWANCC fee \$0.50/month for both single-family and multi-family residential units. Additional information can be found in the attached memorandum.

ATTACHMENTS:

- BOT Memo (DOCX)

Trustee Liaison
Smith

Staff Contact
Chris Stilling, Community Development

Monday, March 1, 2021

VILLAGE OF BUFFALO GROVE



MEMORANDUM

DATE: February 25, 2021

TO: President Beverly Sussman and Trustees

FROM: Christopher Stilling, Director of Community Development

SUBJECT: Solid Waste Agency of Northern Cook County (SWANCC) Fees

Policy Question

Should the Village Board increase the Village's SWANCC Fee \$0.50/month for both single-family and multi-family residential units?

Staff Recommendation

Staff recommends that the Village Board increase the SWANCC fee \$0.50/month for both single-family and multi-family residential units. The SWANCC fee the Village currently collects from residential customers has not increased in over 10 years, while our costs to SWANCC have risen approximately 2%/year in the last 5-years. Furthermore, the Refuse Fund has decreased due to the increasing rates as well as the "true-up" from SWANCCC. The "true-up" reflects the Village's annual tonnage exceeding what we were expected to have hauled to the transfer station. Essentially, residential units are producing more garbage than our fee structure had originally projected. Therefore, by 2024, staff projects that the refuse fund could have a negative cash balance. Staff is recommending the following fee increase:

Table 1- Current Monthly SWANCC Fees Charged to Residential Units Compared to Proposed New SWANCC Fee

Unit Type	Current Monthly SWANCC Fee	Proposed Monthly SWANCC Fee
Single Family & Townhomes with Curbside Service	\$5.65	\$6.15
Multi-Family in Central Container	\$4.55	\$5.05

Based on staff's research, other community members of SWANCC charge between \$5-\$7/month.

Background

In 2019, the Village entered into a new solid waste contract with Waste Management (WM), who has been the Village's waste hauler for over 20-years. This current contract has a term of five years and became effective on May 1, 2019 and expires April 30, 2024. The contract included a one-time rate increase effective this year (May 1, 2021).

As part of the residential refuse fee, the Village also collects a fee to cover the costs for the Solid Waste Agency of Northern Cook County (SWANCC) transfer station in Glenview. Pursuant to our member agreement with SWANCC, the Village's refuse hauler is obligated to take all the Village's residential solid waste to the Glenview transfer station where it is then transported to a landfill. The SWANCC fee is a separate charge and not part of the Village's Contract with WM. WM does collect

Attachment: BOT Memo (Discussion Regarding SWANCC Fees)

the fee on our behalf as part of the residential refuse and recycling bill and remits the revenue back to the Village on a monthly basis. SWANCC bills the Village on a monthly basis based on our allotted tonnage. If the Village exceeds its annual allotted tonnage, SWANCC invoices the Village for excess tonnage, known as the “true-up”. Over the last few years, the Village’s “true-up” has been as high as \$90,000 and for 2021, it is currently projected to be \$150,000. Staff attributes this cost to increased residential waste going to the landfill, and a lack of recycling, particularly in multi-family developments. Furthermore, we expect a large increase for 2021 due to the COVID-19 Pandemic and the fact more residents are working from home.

Proposed Increase

The Village is scheduled to have a rate increase on May 1st. Table 2 below shows the current, scheduled and proposed total combined refuse/recycling rate including the SWANCC fee and At Your Door service. Given the timing of the scheduled rate adjustment, staff believes it would be best to implement a rate increase effective May 1, 2021.

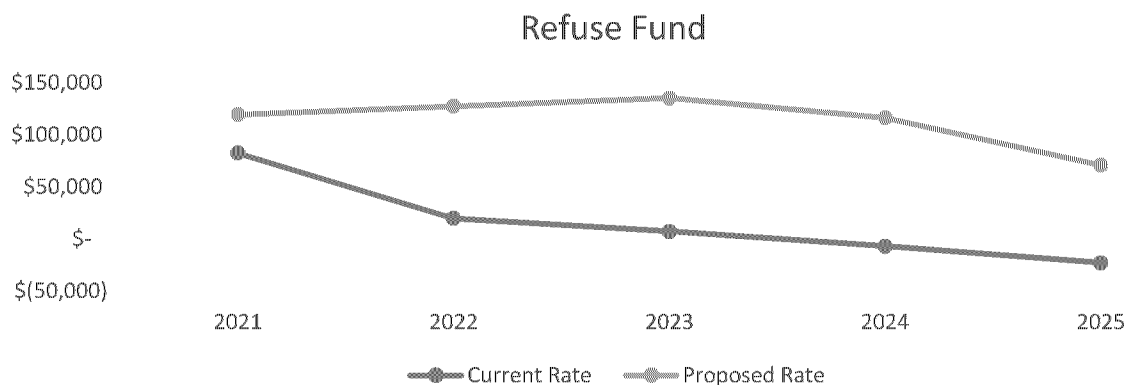
Table 2- Current and Proposed Total Refuse & Recycling Fee (including SWANCC Fee)

Single Family Unit/Curbside Service	Total Current Monthly Rate	Total New Rate Effective May 1, 2021	Proposed Total New Rate Effective May 1, 2021*
Unlimited solid waste, recycling and landscape collection <u>with</u> cart & AYD	\$ 23.30	\$ 24.30	\$ 24.80
Unlimited solid waste, recycling with cart and landscape collection <u>without</u> cart & AYD (<i>most popular</i>)	\$ 22.20	\$ 23.20	\$ 23.70
Multi-Family Unit/Central Container			
Unlimited solid waste collection and recycling in a central container & AYD	\$ 16.25	\$ 16.90	\$ 17.40

**This includes the proposed \$0.50 increase in the SWANCC fee.*

Over the last 5-years, the Village has seen a decline in the Refuse Fund reserve as a result of the increased costs to SWANCC. This decline is attributable to both an increase in SWANCC’s costs as well as the Village exceeding our annual tonnage and having to pay a “true-up” each year. Given the downward trend in the Refuse Fund (see chart 1 below), staff believes a rate adjustment is necessary to maintain sufficient cash reserves. The \$0.50 increase also allows the Village to continue to make \$150,000-\$175,000/year contributions toward the Village street program.

Chart 1- Current and Proposed Refuse Fund Balance Over Next 5-Years



Next Steps

Should the Village Board support the \$0.50/month increase to the SWANCC Fee, staff will bring this matter to the Village Board for consideration on March 15, 2021. This will allow for sufficient time to give notice to WM to make the rate adjustment as of the rate change on May 1st.



Information Item : Community Development Software Update

Recommendation of Action

Staff recommends discussion.

Early this year, the Village entered into an agreement with BSA Community Development software solution to streamline, assist, and automate the Department's services of: permitting, licensing, code enforcement, and planning and zoning. At the March 1st Committee of the Whole meeting, staff will be providing the Board with an update.

ATTACHMENTS:

- BOT Memo (DOCX)

Trustee Liaison
Weidenfeld

Staff Contact
Nicole Woods, Community Development

Monday, March 1, 2021	
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VILLAGE OF BUFFALO GROVE



MEMORANDUM

DATE: February 23, 2020

TO: President Beverly Sussman and Board Trustees

FROM: Rati Akash, Village Planner

SUBJECT: Community Development Software Progress and Demo

BACKGROUND and TIMELINE

Early this year, the Village entered into an agreement with BSA Community Development software solution to streamline, assist, and automate the Department's services of: permitting, licensing, code enforcement, and planning and zoning.

The project is a large undertaking and includes four main steps: Internal Systems Assessment, Installation and Configuration, Training, and Go-Live. Internal Systems Assessment involves staff and BSA examining and modifying our workflows, procedures, and data fields. The next step is Installation and Configuration, which refers to the work performed mostly by BSA to begin installing and configuring the software that is customized to the Village's unique needs. The third step, Training, revolves around training all appropriate staff on the software and interfaces including desktop and tablet applications. The final step will be the first phase of the software to Go Live in early October for the public and staff to utilize. Latter phases of the software will continue to go live after the initial October date.

BSA Software Steps of Implementation - 2021								
Feb	March	April	May	June	July	Aug	Sept	Oct
Internal Systems Assessment								
		Installation and Configuration						
							Training	
								Go Live

Internal Systems Assessment

The Internal Systems Assessment represents a large portion of the project scope. This assessment examines the general infrastructure of services and processes as it relates to permitting, licensing and code enforcement, and planning and zoning. This includes reviewing workflows, data inputs, external and internal communications, timelines, as well as permit typologies, and the permit fee structure.

Through this evaluation, staff will look create new efficiencies, streamline, enhance clarity, and optimize online usage. Staff will continue to update the Board on these improvements and bring forward those that require code amendments such as modifying the permit fee structure.

SOFTWARE CAPABILITIES and DEMO

BSA's software will capitalize on the improved systems by allowing automated communications and reports, comprehensive licensing and permit management, complete online integration of plan review, and other key features. For the public (residents, businesses, and contractors) it will minimize needs for in-person trips to Village Hall and phone calls by optimizing online transactions and information transfer. This includes applying for and obtaining simple permits, checking permit status, better understanding of permit fee structures, and being automatically notified of key reminders such as an expiring permits or license. A recorded demo, which can be accessed by coping the following webpage into your browser: <http://www.vbg.org/CDERPVID>, showcases some of these key features. This video will also be shown March Committee of the Whole Meeting showcasing

NEXT STEPS

Staff will continue to work closely with BSA to make sure the software implementation timeline is on schedule to successfully go live in early October. Additionally, IT Staff will work with BSA to make sure seamless data conversion from the Village's current software system as well as successful integration of other key software currently is use by the Village.



Information Item : Community Engagement Update

Recommendation of Action

Staff recommends discussion.

In October of 2019, the Village Board directed staff to create a Community Engagement Committee that was made up of elected officials, staff, and members of the community. The Committee's role is to develop and implement strategies to engage residents in Village priorities. This committee met throughout 2020 to plan and implement the following programs:

- Buffalo Grove Resident Academy
- 2020/2021 Buffalo Grove Resident Academy
- Website Refresh
- Identifying and Engaging Community Champions
- 2040 Comprehensive Plan

Staff is seeking comments and direction from the Village Board.

ATTACHMENTS:

- Community Engagement March BOT rev (DOCX)

Trustee Liaison

Weidenfeld, Johnson

Staff Contact

Evan C Michel, Office of the Village Manager

Monday, March 1, 2021

VILLAGE OF BUFFALO GROVE



MEMORANDUM

TO: Dane Bragg, Village Manager

FROM: Evan Michel, Assistant to the Village Manager

DATE: February 22, 2021

RE: Community Engagement Update

BACKGROUND INFORMATION

Citizen engagement is often defined as "*the ability and incentive for ordinary people to come together, deliberate and take action on problems or issues that they have defined as important.*" At its core, citizen engagement includes three actions:

- **Exchanging information**, dialogue, and data pertinent to an issue facing a defined community;
- The development of **problem-solving approaches** to issues perceived to be important to a defined community; and
- A **decision-making framework** that incorporates the data points gleaned from the exchange of information.

In October of 2019, the Village Board directed staff to create a Community Engagement Committee that was made up of elected officials, staff, and members of the community. The Committee's role is to develop and implement strategies to engage residents in Village priorities. This committee met throughout 2020 to plan and implement the following programs:

- Buffalo Grove Resident Academy
- 2020/2021 Buffalo Grove Resident Academy
- Website Refresh
- Identifying and Engaging Community Champions
- 2040 Comprehensive Plan

BUFFALO GROVE RESIDENT ACADEMY

In February of 2020, members of the community, Village Board, and staff began planning the BG Resident Academy. The goal of the BG Resident Academy was to:

- improve the transparency of the Village's operations,
- engage residents in the decision-making processes,
- foster a dialogue about the issues facing the community, as well as
- creating an opportunity for participants to learn about the work of the Village.

The academy was intended to begin in early June 2020. However, the COVID-19 pandemic and resulting meeting restrictions required changes to the format of the academy.

The initial Buffalo Grove Resident Academy was streamed over Facebook Live on October 7, 2020; with the first weekly hour-long session hosted by the Fire Department. This session engaged 320 Facebook users as well as reached 1,800 individuals. Participants were able to interact with members of the Fire Department and have their questions answered live. Other sessions included an interview with the Village Manager, a tour of the Police Station, a pictorial history of the development of BG, as well as learning about how clean water is delivered.

This program has been successful at directly interacting with residents by providing them a forum to ask questions and get information. It has also been a powerful tool to address resident concerns. In late January 2021, many residents received a letter regarding changes to the Electrical Aggregation program. A special Resident Academy was held on January 28 to answer questions on this topic. Sharron Durling from NIMEC participated in an interview where she provided an overview of the program's changes as well as answered many frequently asked questions. This interview reached over 1,000 individuals and had 143 engagements. Likewise, on February 2, 2021, Public Works staff members participated in an interview and discussed concerns that many residents were expressing on changes to the snow and ice control plan. This interview reached nearly 1,500 individuals and had 230 engagements. The committee plans to continue this program through similar interviews on timely topics.

2020/2021 BUFFALO GROVE RESIDENT SURVEY

The Village Board-approved strategic plan includes a goal to perform a follow-up to the 2017 Buffalo Grove Resident Survey. The 2017 survey had a response rate of 30% with 438 out of 1,478 households responding to the survey. The board approved continuing the village's partnership with Policy Confluence and the National Research Center for the 2020 Buffalo Grove Resident Survey. The approved contract holds the 2019 pricing of \$25,385 into 2020 as well as 2023.

The NCS service includes a multi-contact mailed survey to 1,700 households that provides statistically significant results. In responses to the feedback from the Village Board, staff has selected the following add on services that the NCS offers:

- *Demographic Subgroup Comparison Report:* This additional report will provide the board and staff with a demographic breakdown of the survey data. This information will provide a keen insight into how various groups feel about village services.
- *Custom Benchmark Comparison:* The survey data can be benchmarked against communities meeting specific criteria. These communities can include previous survey participants that are geographically near Buffalo Grove such as Glenview, Long Grove, Skokie, Vernon Hills, and Highland Park. Likewise, the large scope of the NCS partnership with the ICMA allows the data to be benchmarked against communities with similar populations nationwide. These communities include Englewood, CO, Palm Beach Gardens, FL, Holland, MI, Jefferson City, MO, Galveston, TX, and Harrisonburg, VA.
- *In-Person Presentation and Next Step Workshop:* The National Research Center offers an in-person presentation of the survey results as well as a Next Step Workshop to provide survey participants a facilitated, in-depth exploration into how to use the survey data in strategic planning. An NRC representative will come to Buffalo Grove to lead a half-day interactive workshop to assist in developing strategy and to offer recommendations.

The Community Engagement Committee worked with the vendor to determine the customizable

questions. Originally, the survey was anticipated to be release date of May 2020. However, due to the COVID-19-19 Pandemic, the release date of the survey was changed to Mid-March of 2021 with the results and Next Steps Workshop planned for June.

WEBSITE REFRESH

The Village's website was 'down' and non-operational starting the evening of Thursday, February 4 until Tuesday, February 9 - for a total of more than 110 hours. The Village's website vendor, Intrado, suffered a catastrophic hardware failure and their cloud backup also failed. The Village's current contract with Intrado is at the end of the third term of the contract and the village can choose not to renew for a fourth year.

On February 16, 2021, staff entered into an agreement with Revize Inc. to supply web-hosting services. Revize Inc. has agreed to an aggressive timeline to migrate the Village's current content to their platform by the April 1 deadline. The Community Engagement Committee will work with them to accomplish the following phased approach:

- *Phase 1:* Initial Meeting, Communication Strategy, SOW-
- *Phase 2:* Discovery & Design
- *Phase 3:* Template Development, CMS Integration
- *Phase 4:* Module Setup
- *Phase 5:* Custom Development
- *Phase 6:* Quality Assurance Testing Phase
- *Phase 7:* Sitemap Development / Content Migration
- *Phase 8:* Content Editor and Web Administrator Training on your new website, final content changes and Go Live preparation

After Phase 8 "Go Live," Revize will work with the Community Engagement Committee to enhance many of the public-facing aspects of the website to increase the site's end-user experience.

IDENTIFYING AND ENGAGING COMMUNITY CHAMPIONS

A Community Champion is an individual that is a catalyst for community change. These individuals are instrumental in improving the quality of life and are essential to the long-term success of community initiatives. They do this by connecting people and assisting with engagement, outreach, and buy-in.

The Community Engagement Committee identified 117 civic-minded individuals/ groups in the greater Buffalo Grove community that could champion Village initiatives. These individuals likewise possess keen insights into traditionally hard-to-reach groups in the Village. Staff worked with Trustee Johnson to develop a job description to explain clearly to these individuals the goals of this program. The committee will begin reaching out to these individuals to gauge their interest in participating as a champion. Staff intends to facilitate community conversation related to the 2040 Comprehensive Plan using Community Champions.

2040 COMPREHENSIVE PLAN

The project's original plan for community engagement included special software, public meetings, workshops, focus group meetings, and pop-up sites at BG Days. These strategies need to be reevaluated in light of the COVID-19's restrictions and opportunities for community engagement. Given the issues presented above, staff proposes the following:

- *Reconsider My Municipal:* My Municipal was the software that was originally included in the Comprehensive Plan to create a more robust community engagement process. However, the software struggled to attract participation even before the COVID-19 pandemic. As a result, staff and the rest of the project team are questioning the software's effectiveness and leaning towards not utilizing it moving forward. The Village already obtained all data and information from this software.
- *Utilize virtual platforms that are familiar to residents:* Instead of My Municipal or another new software, the project could utilize Facebook as a virtual community engagement platform. The advantage of this is that it is already a popular and familiar platform for residents and operated as almost the default platform by residents for posting Comprehensive Plan ideas and thoughts. The project team will have to collaborate on the details of this type of engagement, which includes creating an open or register-only Facebook page, monitoring the comments, and gathering data and information, and linking it to a project webpage.
- *Include tactile engagement opportunities:* In addition to a virtual platform, staff and the project team would like to include some sort of tactile, in-person opportunities for engagement that is within the limitations of COVID-19 restrictions. Ideas for this include hanging all-weathered posters that showcase draft plans and concepts under the bandshell in Willow Stream Park. Residents could go and view these posters at their leisure and via their phone, listen to an audio recording explaining visioning concepts displayed on the posters.
- *Have virtual meetings and sessions as needed and target hard-to-reach demographics:* Staff and the project team will be looking at creating virtual meetings, sessions, and potentially podcasts to reach out to residents.

NEXT STEPS

Staff is seeking comments and direction from the Village Board.



Information Item : Discussion Regarding Video Gaming License Fees for 2021-22

Recommendation of Action

Staff recommends discussion.

As the 2021-22 video gaming license renewal period is about to begin (May 1, 2021), staff is seeking guidance from the Village Board concerning the fees for this upcoming renewal period. Additional information can be found in the attached memorandum.

ATTACHMENTS:

- Video Gaming 2.24.21 (DOCX)

Trustee Liaison
Smith

Staff Contact
Chris Stilling, Community Development

Monday, March 1, 2021

VILLAGE OF BUFFALO GROVE



MEMORANDUM

DATE: February 25, 2021

TO: Dane Bragg, Village Manager

FROM: Christopher Stilling, Deputy Village Manager

SUBJECT: 2021-22 Video Gaming Licenses

BACKGROUND

Chapter 1.16 of the Municipal Code sets forth a license fee of \$1,000 per Video Gaming terminal. Annually, the Village collects approximately \$45,000 in license fees for video gaming terminals. In 2020, the Village Board approved a resolution reducing 25 percent of the video gaming license fee. This resulted in a reduction of revenue to the Village of approximately \$11,250. The rationale for the reduction was in response to the Illinois Gaming Board's (IGB) decision on March 16, 2020, to cease all video gaming operations as a result of the COVID-19 Pandemic. The IGB allowed video gaming operations to resume on July 1, 2020. As the 2021-22 video gaming license renewal period is about to begin (May 1, 2021), staff is seeking guidance from the Village Board concerning the fees for this upcoming renewal period.

ITEMS FOR CONSIDERATION

Original License Fee Reduction

As noted above, the Village Board approved a 25 percent reduction of the 2020-21 video gaming licenses. The 25 percent reduction in license renewal fees was intended to offset the time in which gaming did not occur at the height of the Pandemic. Since gaming operations resumed in July, 2020, licensed facilities have remained operational, but for some disruptions in late fall.

Applicability

Currently, the Village has eight establishments that have active video gaming operations and one additional establishment that is licensed, but not open. There are as many as 35 establishments in the Village with liquor licenses that could be eligible for video gaming. Unlike the reduction in liquor license fees that applied to all establishments with on-premise consumption, any fee reduction for video gaming would be applicable to only 25% of food & beverage establishments with liquor.

Furthermore, the Village's video gaming regulations were intended to be an accessory use for food & beverage establishments that are permitted to have on-premise liquor consumption. While the COVID-19 Pandemic limited operations for those establishments with video gaming, nearly all these establishments are fully operational and collecting this additional incremental revenue.

ACTION REQUESTED

Staff is seeking the Board's comments and direction on this matter.



Action Item : 2021 Summer Events Discussion

Recommendation of Action

Staff recommends discussion.

Staff seeks direction from the Village Board whether to hold summer events in 2021 and, if so, the conditions under which the Board would be comfortable to proceed.

ATTACHMENTS:

- 02-23-21 Summer Events (DOCX)
- FireworkViewingAreas_Aerial_sml (PDF)

Trustee Liaison
Smith, Stein

Staff Contact
Michael K Skibbe, Public Works

Monday, March 1, 2021

VILLAGE OF BUFFALO GROVE



MEMORANDUM

DATE: February 25, 2021

TO: Village President Beverly Sussman and Trustees

FROM: Dane Bragg, Village Manager *[Signature]*

SUBJECT: Summer Events Planning - 2021

Policy Question

Should the Village Board proceed with summer events including Buffalo Grove Days, Farmers Market, 4th of July fireworks and Symphonic Band concerts in light of the COVID-19 pandemic?

Recommendation

Staff recommends that the Village Board proceed with limited events for the Symphonic Band, Farmers Market and 4th of July fireworks, as detailed below. Staff further recommends either cancelling the 2021 Buffalo Grove Days event or holding a limited festival for the reasons set forth below.

Background

With the onset of the COVID-19 pandemic in March, 2020, the Village Board opted to cancel most summer festivals/events due to the risk associated with COVID exposure and members of the community gathering in large groups. The Board's decision mirrored the policies and directives of Governor Pritzker and the Illinois Department of Public Health. For events with specific vendor contracts, extensions were granted to carry deposits and obligations forward for the 2021 event season.

The Village proceeded in 2020 with hosting the weekly Farmers Market events at Mike Rylko Park. Restrictions were enacted to encourage social distancing and to protect both attendees and Village volunteers. The Farmers Market proved to be both successful and desirable for community members to access fresh foods and participate in the community, while reducing trips to grocery stores that could increase the risk of COVID-19 transmission.

The Buffalo Grove Symphonic Band has not performed since the beginning of the pandemic due to health/safety restrictions for events as well as practice/rehearsal limitations. The 4th of July Fireworks Show and Buffalo Grove Days were cancelled in 2020.

Reasons for the Recommendation

Because each event has unique circumstances, recommendations are provided by event below.

Farmers Market

The 2021 Buffalo Grove Farmer's Market is scheduled to kick off on Sunday June 13th and run through October 10th at Mike Rylko Park. The market will follow the same COVID-19 guidelines and protocols that were developed in 2020. The Committee is still evaluating whether or not entertainment and other additional events can be facilitated this year, pending the State's guidance. There are no additional impacts anticipated for this event in 2021.

Buffalo Grove Days

Staff liaisons and BG Days Committee Co-Chairs have met twice in February to discuss BG Days 2021. This is the most complex event as it is the largest gathering with a variety of offerings and is the last event of the summer; therefore, it is hard to predict what safety protocols or regulations will be in place at the time of the event. As of today, the State is not issuing liquor licenses for special events and groups the size of which attend Buffalo Grove Days cannot gather.

Staff and the Committee Co-Chairs agree that a full slate of BG Days activities cannot occur. The events and services that cannot be held safely due to COVID restrictions include Bingo, Traditional Beer Tent, Business Fair, Craft Fair, Busses to the event, the Parade, Bounce Houses, Face Painters, Kids Crafts, Food Tent, Car Show, BBQ Challenge, or any unstructured event that would allow grouping (including a wide open field for entertainment/bands). Each of these items would go against current social distancing protocols, and carry risk. While staff cannot predict what restrictions will be in place at the end of August, it is anticipated that masks and social distancing will still be required.

There are two alternative options that staff has evaluated with the Co-Chairs that can be considered.

Option One Limited BG Days Event

There are a few activities that could be done safely, which restrictions, that could be held over the weekend.

- 1) Carnival – The carnival company would like to set up again. If more of the parking lot areas were used, given the absence of the food tent, craft fair, and business fair, then the same number of rides could be spread out to maintain distancing in the line queues. They have shared their safety protocols to the Village where they would wipe down the equipment twice a day and provide hand sanitizers as people get on the rides.
 - a. Questions and Concerns – Would parents bring their children to a carnival, or would this event have low attendance due to ongoing pandemic concerns? Are there enough other events that we can hold to entertain adults, while their children attend the carnival?
- 2) Structured layout for the entertainment field – The Park District has been able to mark out circles in the grass for attendance at smaller concert series in town. They provided 6 foot diameter circles that were laid out 6-8 feet apart. The group discussed this possibility including charging a fee to reserve spots on the field – a fee could be charged to benefit the Buffalo Grove Community Foundation so that it is tax deductible to participants. If local bands are booked, there is plenty of time to book these artists and that decision does not need to be made today and the Entertainment Chair reports that local entertainment could likely be booked 4-6 weeks in advance. A local entertainment schedule would cost around \$20,000 not including the stage.
 - a. Questions and Concerns – The entertainment is usually free for the community, how would they react to a charge? Who would “police” the area, how would we sell tickets or assign areas? Especially at night, how would people find their circle?

- 3) Food Trucks – In lieu of the traditional food tent, Food Trucks could be offered space to park and serve food, spread out in the lots or park areas.
 - a. Questions and Concerns – Would we be able to provide any open air tables to sit and eat? How would they be sanitized in between patrons? Do we have enough volunteers to provide the additional cleaning services needed? This area spills over into porta potty usage to support the event. We could not support the toilet trailers, as they would be confined spaces. Would we offer up eating locations in the circles similar to Ravinia?
- 4) Alcohol Beverage Stations – In lieu of a large tent, beverage stations could be made in a few locations with pre-packaged items sold.
 - a. Questions and Concerns – While the Chamber is a strong supporter of BG Days their volunteer participation to provide this option would be dependent on being fully vaccinated in the interest of the health and welfare of their members. Additionally, handling cash is not a best practice during COVID. Therefore, credit card stations would need to be used. At this time the Chamber has two. The cost of the beverages increases when it is pre-packaged and with potentially lower attendance and the unknown nature of the ability to have the modified event, is it worth it to invest money in this venture? Would we have to find another group who would make an investment right now in the uncertain times? Will the State allow for liquor licenses for events of this scale when the event is scheduled to occur?

While there are benefits and concerns or outstanding questions to ponder, the biggest liability at this time is booking the infrastructure needed for the event, even for a modified version, to take place. These contracts are generally booked and approved in January. Administrative Services Director, Brett Robinson, has indicated that the following non-refundable down payments would be necessary in March:

Sound/Lighting for Entertainment	\$6,250
Generators and Power	\$5,000
Porto Potties/Handwashing	\$9,500
Mobile Office for Public Safety	\$2,700
Radios for EMA	\$500
Stage for Entertainment	\$4,435
Tents	\$5,000
Golf Carts for Volunteers	\$800
Total Cost Not Refundable	\$34,185

A majority of these contracts have a 30 day cancellation policy so if the event was not cancelled in addition to losing the deposits the Village would need to pay the full contract amounts which comes out to about \$75,000 on the low end.

All in, not including over-time for staff, the event would cost around \$129,185. At this time, there is no reliable way for staff to estimate revenues as we do not know what turnout may look like in a modified environment nor does staff know the appetite for sponsors that generally bring in between \$25,000-\$30,000 over the last several years.

All portions of BG Days should be looked at as monetary risk, and health risk. And Board discussion should revolve around acceptable monetary liability that the Village Board is willing to risk by signing contracts, for an event that could very likely be cancelled in the weeks before, due to pandemic uncertainty.

Option 2 Explore Other Items

The second option would be for the Village Board to direct staff to evaluate smaller events that could take place either that weekend or throughout the summer that do not require deposits and monetary outlay at this time. These events could be in partnership with several of our local partners such as the Park District, the Chamber, the Rotary Club, the Townships, and other local nonprofits.

Buffalo Grove Symphonic Band

Staff has been in contact with Band Director, Howard Green regarding the Symphonic Band's 2021 plans. He does not intend to have any full band performances in 2021 due to lack of rehearsal space, loss of band members, as well as an abundance of concern for the health and safety of all those involved. However, the band may consider planning small outdoor ensemble performances as band members become fully vaccinated.

4th of July Fireworks

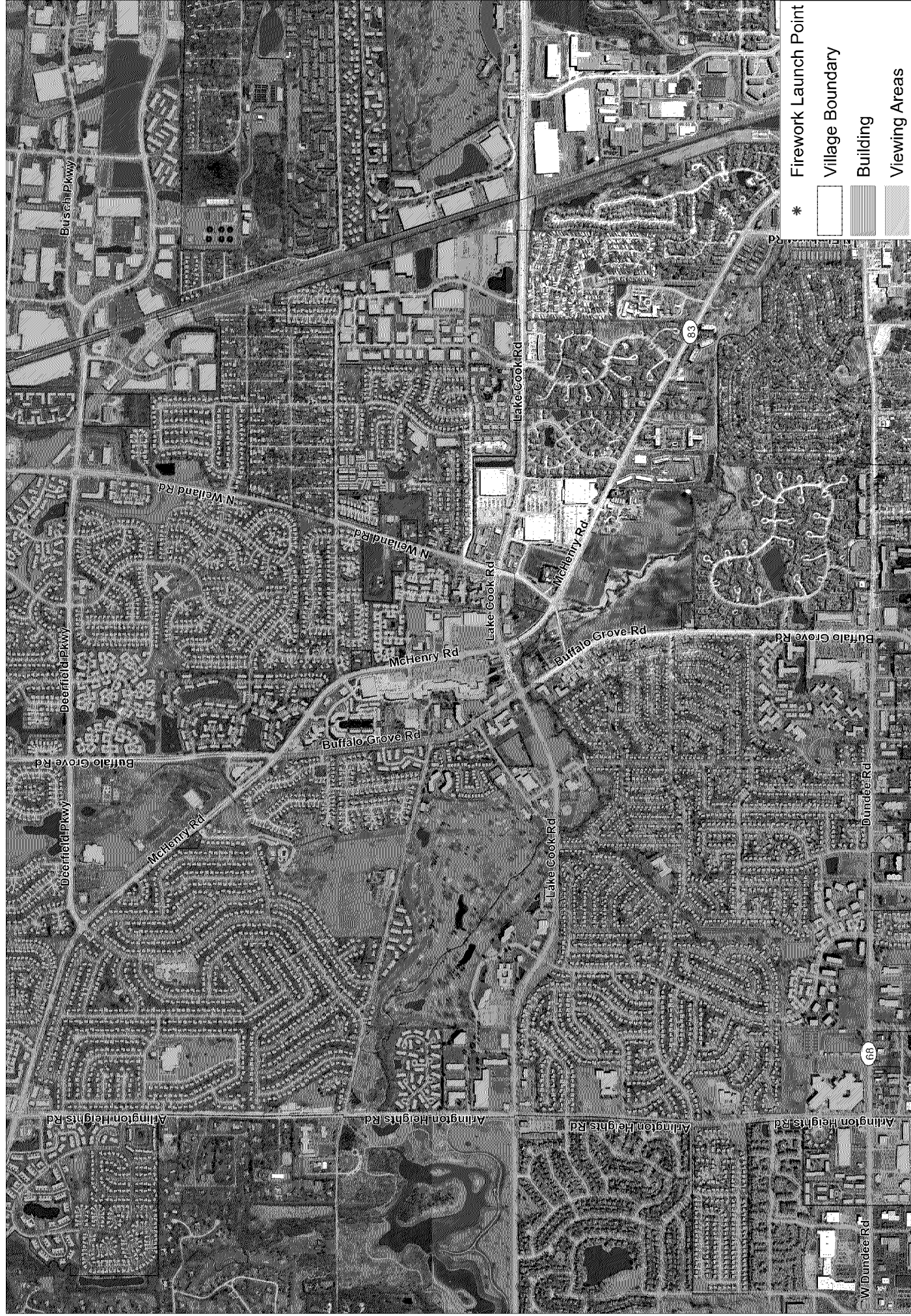
Staff has developed a preliminary plan to hold the 4th of July fireworks using a "drive-in" approach where viewers can use surface parking lots and public park spaces for viewing the fireworks display while observing social distancing requirements. A map is attached showing both public and private parking areas/public lands that could be used for this purpose. If the Village Board is amenable to this approach, staff will coordinate with private property owners and the Buffalo Grove Park District to secure viewing areas, publish guidelines and develop a traffic control plan for the event. Because of pandemic restrictions, the 4th of July Symphonic Band Concert could not take place at the Ernie Karge Rotary Village Green. Certain areas where viewers congregate (specifically in and around the Buffalo Grove Golf Course clubhouse building) would be fenced off to prevent large crowds of spectators. The Village's main campus parking areas (except designated public safety areas) would also be available for drive-in spectators.

The fireworks display costs \$26,500 under a contract with Melrose Pyrotechnics. The Village paid a deposit of \$7,500 for the 2020 show, which has been credited to the 2021 show. Thus, the Village's contractual outlay for this event is \$19,000, which was included in the 2021 budget.

Next Steps

Staff seeks direction from the Village Board whether to hold summer events in 2021 and, if so, the conditions under which the Board would be comfortable to proceed.

Firework Viewing Areas





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, March 1, 2021