



AGENDA ITEM # 6.E.1

AGENDA ITEM EXECUTIVE SUMMARY

Village Board Meeting

March 8, 2021

Item Title: Special Event Planning

Staff Contact: Jeffrey D. O'Dell, Village Administrator

VILLAGE BOARD ACTION

Consider a Village Administrator update on the status of the community's various summer special events and provide further direction on the viability of those events due to the ongoing mitigation guidelines in place as a result of the pandemic.

Executive Summary:

In a recent memorandum shared with the Village Board, I provided a status report on discussions I've have had with organizers of our various special events held each summer. Despite progress on a vaccine rollout and some relaxation of mitigation guidelines in place as a result of the pandemic, the State of Illinois continues to remain under Phase 4 guidelines of the Restore Illinois Plan. Under Phase 4, outdoor seated special events are permitted with a maximum of 20% seating capacity for spectators while gatherings such as festivals and large events are limited to 50 people or fewer. It is not until Phase 5 when festivals and large events are permitted without capacity restrictions.

It is clear that representatives of the Roselle Chamber of Commerce, Roselle Lions Club, Roselle Park District, and our fireworks show contractor are looking to the Village for direction on the Rose Festival and Carnival, Rose Parade, July 3 Party in the Park, and Taste of Roselle. Each organization is bumping up against deadlines for planning these events while at the same time uncertain when pandemic mitigation guidelines may be lifted. As I noted in my previous memorandum, other municipalities in the region are in the same predicament, with some cancelling all of their large events, others pushing back or rescheduling to a later date this year, and others scaling them back to smaller events.

The Roselle Chamber of Commerce informed me that a decision on this year's June 6 Rose Parade would need to be made by late March to allow time for lining up parade participants. They would be open to rescheduling it to later in the year as long as it didn't conflict with their role planning participation in the Taste of Roselle. The Roselle Lions Club can wait a while longer on a decision about the Rose Fest and Carnival and

that the event could be scaled back to include the carnival only. As for the Taste of Roselle, they can begin to allow vendor registration without payment, but will need several months to plan for the event. Our July 3 Party in the Park fireworks show contractor will need to know from the Village if it plans to move forward with the event by no later than the end of March. We do have the option of extending the contract until Labor Day should we want to push back the event until later this year. Finally, the Roselle Park District is planning on its summer Concerts in the Park events as those events are smaller and will have crowd spacing restrictions in place.

Before the Village Board makes any decision on this issue, it should be aware that our ability to reschedule events is also contingent upon our public safety departments availability to provide security. For example, the police department blocks out vacations and other time off requests for police officers during the very busy Rose Festival and Rose Parade week. Pushing either event back will either conflict with responsibilities for other special events or times when employee vacation and other time off requests have been granted for the remainder of the calendar year.

Staff Recommendation:

- (1) Consider an alternative for promoting smaller events by co-sponsoring additional summer concerts in the community. I have discussed this with the Executive Director of the Roselle Park District who said that a \$5,000 contribution by the Village would allow the Park District to schedule additional concerts in the community over the summer. Perhaps, a smaller concert on Town Center Plaza coordinated with businesses on Main Street.
- (2) Extend the July 3, 2021 deadline for a fireworks display contract with Melrose Pyrotechnics, Inc. until Labor Day, and to eliminate further uncertainty, consider rescheduling the event until Labor Day weekend.
- (3) Direct the Village Administrator to continue discussion with the Roselle Lions Club and Roselle Chamber of Commerce regarding the Rose Fest and Carnival, the Rose Parade, and Taste of Roselle to determine if the events should be cancelled or pushed back to a later date in the year and then report back to the Village Board.

Implications:

Is this item budgeted? Yes, some of the events are funded by the Village while others are funded by other organizations in the community.

Any other implications to be considered? N/A

Attachments:

None