



AGENDA ITEM # 6.A.4

AGENDA ITEM EXECUTIVE SUMMARY

Village Board Meeting

May 10, 2021

Item Title: Village Board Meeting Format and Village Operations

Staff Contact: Jason M. Bielawski, Acting Village Administrator

VILLAGE BOARD ACTION

Discuss potential changes to the Village Board meeting format and other Village operations based upon updated guidance from the Restore Illinois reopening plan.

Executive Summary:

Since the start of the pandemic, the Village Board and other Village boards and commissions have been holding virtual meetings. Village operations have also been modified including reduced hours of service and access to Village buildings. The Governor recently announced that effective May 14, the State is progressing out of Phase 4 toward the fifth and final phase of the COVID-19 Restore Illinois reopening plan by entering into a Bridge phase. The Bridge phase allows for higher capacity limits and increased business operations. It's expected that the State will enter Phase 5 as early as June 11 which should bring no limits on various capacities and business operations. However, it's expected that guidelines for wearing face coverings and social/physical distancing could remain in place during Phase 5.

As the State of Illinois and the country as a whole are progressing towards a greater reopening of the economy based upon increased vaccinations and reversals in COVID-19 related hospitalizations and deaths; the Village is prepared to further reopen to in-person activities while protecting the progress that has been made and preserving safety and wellbeing through appropriate physical distancing and face coverings. With this mind, the Mayor requested staff identify opportunities to get closer to normal business operations, which are below.

Village Board Meetings

1. Target returning to in-person meetings for the Village Board meeting on June 14.
2. Under the Bridge phase, Council Chambers capacity is limited to 60%, which is 61 people. Full capacity is 102 people.

3. Assuming physical distancing of 6' or the installation of other barriers will still be required or encouraged even in Phase 5 it's recommended that:
 - a. Plastic barriers be installed between each seated location along the dais and on the presentation podium.
 - b. Audience and staff chairs be spaced a minimum of 6' feet apart.
4. Assuming face coverings will continue to be required or encouraged even in Phase 5, it's recommended all audience members must be masked when not speaking at the podium.
5. People seating around the dais can choose to wear face coverings or not based upon the physical barriers, distancing from the podium, and vaccination.
6. The new audio and visual equipment in the Council Chambers allows for hybrid participation whereby people can attend in-person or virtually.
 - a. To keep the Council Chamber's capacity as low as possible and thereby allow more of the public to attend if desired, certain staff can attend virtually.
 - b. Continue to encourage public comment be submitted in advance; otherwise, public comment can be done in person.
 - c. Continue to stream the Village Board meeting live on YouTube.

Village Operations

1. Currently the Fire Department, Police Department, and Public Works are primarily requiring the public to handle business over the phone or by appointment only. The Village Hall has reduced hours and access to the 2nd floor of Village Hall is by appointment only.
2. It's recommended the Fire Department and Public Works continue to operate as they are now due to limited volume of walk in traffic.
3. The Police Department is prepared to reopen the Records Division to walk in traffic.
4. Staff recommends the following for Village Hall hours:
 - a. New hours: 8:30AM – 5PM on M, T, Th, and Fri, and 8:30 – 1PM on Weds.
 - i. Current hours: 9AM – 4PM on M, T, Th, and Fri. and 9AM-1PM on Wed.
 - ii. Pre-pandemic hours: 8AM – 6PM on M, 8AM – 5PM on T, Th, and Fri and 8AM – 1PM on Weds.
 - b. The 2nd floor of Village Hall will reopen to walk-up traffic.
5. The public will still be required to wear a face covering to enter any Village building.

Following direction provided by the Village Board, staff will take the necessary steps in preparation of further reopening operations. Additionally, staff liaisons to various Boards and Commissions will discuss the target of returning to in-person meetings beginning in June or July. Finally, staff will monitor the modifications and recommend further adjustments as needed.

Implications:

Is this item budgeted? No significant budget impact. The cost to purchase removable barriers in the Council Chambers is around \$1,500.

Any other implications to be considered? The recommendations are based upon guidelines and guidance that are fluid and therefore modifications may be necessary as the State of Illinois and CDC update reopening plans.

Attachments:

None