



AGENDA

BUFFALO GROVE VILLAGE BOARD

Special Meeting: September 23, 2024 at 7:30 PM

Jeffrey S. Braiman Council Chambers, Village Hall
50 Raupp Blvd, Buffalo Grove, IL 60089

1. Call to Order

- a. Pledge of Allegiance
- b. Roll Call

2. Special Business

- a. 2024 Civics Forum (Clerk Sirabian, Christopher Stilling)

3. Public Comment

Public Comment is 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 5 minutes and should be limited to concerns or comments regarding issues that are relevant to Village Board 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. 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 847-459-2500 to allow the Village to make reasonable accommodations for those persons.





AGENDA ITEM SUMMARY

BUFFALO GROVE VILLAGE BOARD

Special Meeting: September 23, 2024

AGENDA ITEM 2.a. 2024 Civics Forum

Contacts

Liaison: Clerk Sirabian

Staff: Christopher Stilling

Staff Recommendation

Staff recommends discussion.

Recommended Motion

N/A

Summary

Students from Buffalo Grove High School and Stevenson High School will participate in the 2024 Civics Forum. The following departments will be making presentations:

1. Police Department
2. Fire Department
3. Public Works Department
4. Finance Department
5. Administrative Services Department
6. Communications and Community Development Departments

Strategic Alignment

Guiding Principle

Principle 5: Partnership with Local Districts

Principle 6: Engages Our Residents

Principle 7: Builds Our Community

Goal

Goal 3: Strengthened Buffalo Grove community identity and pride

File Attachments

1. 2024 Civics Fourm Packet





MEMORANDUM

DATE: September 13, 2024
TO: Deputy Chief Brian Spolar
FROM: Investigator Kaiser, Officers Baker, Cholewa
SUBJECT: Community Outreach Ice Cream Trailer

Purpose:

This proposal is intended to provide background and information on a portable Buffalo Grove Police ice cream trailer to be used at community events and functions in an effort to enhance our community outreach capabilities.

Background:

Current trends in law enforcement show a need for improvement in community outreach and community policing efforts. A clear distinction exists between the two, in which community policing represents strengthening the bond between law enforcement and the community that supports us; and community outreach involves seeking to establish that bond with new members of the community. A recent program, implemented at numerous police departments throughout the United States seeks to provide an easy, economical, and unique opportunity for community outreach in using a portable ice cream trailer as a means of interfacing with the public.

Discussion:

Law enforcement is sometimes portrayed in a negative light. As a result, public trust in law enforcement has declined, and the improvement of that relationship is necessary.

In an effort to improve community relations and humanize police officers as a whole, police departments nationwide began implementing the practice of community policing, in which the strengthened relationships between police and community can lead to an improvement to the community as a whole. When members of the community trust law enforcement, they may be more likely to offer information which may alert the police to the presence of a crime or criminal intent. Community policing is important and should be a part of every police department's ideology, as it strengthens the existing relationship between community members and the police department.

In order to establish new connections in the community, police departments must engage in community outreach.

By utilizing a portable ice cream trailer with BGPD logos at civic events attended by the police department, and staffed by members of the police department, officers can directly engage and interface with members of the public by offering free ice cream, popsicles, and water. The offering of a refreshing treat or drink to members of the public on a hot day can be at the very best an opportunity for an engaging discussion or connection, and at a minimum an opportunity for positive interactions.

The inclusion of a portable ice cream trailer at any civic event already attended by BGPD would undoubtedly result in a massive increase in community contacts and interactions. If properly decorated and deployed, the trailer would consist of a flatbed trailer, a small ice-cream cooler decorated to match BGPD squad cars, and affixed with red and blue flashing lights, and a BGPD or blue/black oversized umbrella. The unusual nature of seeing two officers standing upon a stationary trailer with a cooler and flashing lights will draw the attention of all attendees, and once members of the public, especially children, learn there is free ice cream and cold water at the BGPD trailer, they will always look for the trailer at any event in Buffalo Grove or the surrounding area. Additionally, members of the community may attend events they wouldn't normally attend due to the ice cream trailer will be present, such as community roll calls.

Further, the trailer and cooler would be manufactured in such a way that the two are detachable, allowing the cooler to be freely wheeled around, or securely affixed to the trailer. When used as a pushcart, the cooler could fit through any standard sized doorway. This means school events, visits to nursing homes, or any other indoor activities can be an opportunity for community outreach and engagement. Events which could be attended by the ice cream trailer include: BG Days, BG Bike Rodeo, Parades, Community Roll Calls, Student Appreciation Days (all schools), any school events, events at nursing homes, events at medical facilities, farmer's markets, car shows, outdoor music festivals, BGFD Food Truck festival, Random Act of Kindness day, and any other event in which people might enjoy ice cream or water.

Budget

The purchase of a portable ice cream trailer will consist of a larger up-front investment in the trailer and cooler, and their accessories, with minimal recurring costs by way of ice cream and potential repairs. The cooler itself, a cold plate pushcart cooler, requires a larger investment due to the technology used and the type of cooler. This is because the cooler relies upon liquid-cooled and frozen metal plates to keep the interior of the cooler insulated and cold. The cooler is refrigerated by electricity and can keep ice cream cold for more than 24 hours without being connected to electricity. An 8.5 cubic foot ice cream pushcart was found to be ideal, as it could hold approximately 850 novelties while still having dimensions capable of fitting through doorways. Anecdotally, the Carol Stream Police Department advised they left their cooler outside in July heat for two days and still had servable ice cream inside.

Initial costs for the program are estimated to be the following (estimated total \$5,000-\$6,000):

Cold plate cooler - \$3,500.00 (custom build, shipping included)

Wooden utility trailer - \$1,100.00

Solar Powered Umbrella - \$80.00

Separate water cooler - \$30.00

"Vehicle Wrap" decoration and sirens/lights - \$600-\$1000

Mount for cooler on trailer - \$90.00 (plus labor, potentially donated)

Recurring costs would involve upkeep, as well as novelties for the ice cream cooler, and additional for the recurring cost of ice and water for a separate cooler. Funds for the upkeep would be through the community relations funds.

Recommendation: The Community Relations team was made aware of this project and has expressed an interest in implementing the ice cream trailer into their outreach capabilities. The ability to more directly interface with the public at any given event allows for an approach to their efforts:

1. Deploy ability: the cooler would be affixed to a portable trailer and could be taken to any event in which a squad car would be present. Alternatively, the mounting bracket on the trailer for the cooler would be made with a flip-down wall to allow the cooler to easily be wheeled off the trailer and deployed as a pushcart.
2. Community Outreach: Having novelty treats would provide an opportunity for community members to enjoy a cool treat on a hot day, while simultaneously giving department members an opportunity to establish or strengthen a relationship with the community.
3. Uniqueness: Not many policing agencies are utilizing an ice cream trailer at community events, which would help the Buffalo Grove Police Department stand out in people's minds

The implementation of a BCPD branded ice-cream trailer would provide a unique opportunity for members of the community to engage with officers, while simultaneously humanizing police officers and providing an opportunity for enhancing or establishing community partnerships. The potential for increased attendance at civic events is an ancillary benefit which allows for even further opportunity for community outreach. A minimal initial investment would be required, with continued funds coming from existing budgets within the community outreach division.

Purchase orders from Carol Stream's initial investment are attached, along with photos.



Pictured here is the Carol Stream “Blue Scoop” trailer at their annual July 4th Parade.



A member of the Carol Stream Police Department posing with their trailer at a civic event.



The cold-pack cooler, detached from its trailer and being used at local schools with the School Resource Officers and Investigators.



MEMORANDUM

DATE: September 16, 2024
TO: Chris Stilling, Deputy Village Manager
FROM: Lawrence Kane, Fire Chief
Shawn Collins, Deputy Fire Chief
SUBJECT: Bleeding Control Training Kits

BACKGROUND

The Buffalo Grove Fire Department responds to over 5,100 emergency calls annually. Most of these calls are EMS related. The EMS calls can range from slips and falls to car accidents to people getting injured working on machinery. These calls can all result in people getting scrapes or cuts which result in a loss of blood.

Realistic training is the key to successfully handling these calls resulting in potentially dangerous blood loss. The attached training aids assist in the various treatment methods available resulting in successful patient care and a positive outcome in an emergency.

SUMMARY

Staff requests \$2000.00 to allow for the purchase of two styles of training simulators and its associated accessories to allow for realistic training scenarios which will lead to better trained paramedics and increased survival rates in the field.

APPENDICES (IF APPLICABLE)

- a. [STOP THE BLEED® TRAINING KIT - Light & Deep Tone | STOP THE BLEED® - American College of Surgeons \(bleedingkits.org\)](#)
- b. [TrueClot® Packing, Compression, and Tourniquet \(PCT3\) Leg Trainer | Bound Tree](#)

Page 1 of 1

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MEMORANDUM

DATE: September 16, 2024
TO: Village Manager Dane Bragg
FROM: Bryan Beitzel; Public Works Maintenance Superintendent
SUBJECT: Civics Form

RECOMMENDATION

The Public Works Department recommends the purchase of the Geo Knight DK20S Swing-Away Heat Press from the Sign Outlet Store in the amount not to exceed \$2,000.00.

BACKGROUND

The Public Works department requires employees wear clothing that is branded with information that easily identifies them as Buffalo Grove employees. Not only are regular garments branded with this information, but also outerwear and safety vests so that all staff are recognized when on the street performing work. Traditionally the Public Works department utilizes a 3rd party vendor for all branding at a cost that ranges between \$4.50 per brand. Employees provide garments to the Public Works Department and the PW coordinates with the vendor to schedule bulk branding in an effort to minimize costs associated with set up / take down. Typical branding includes screening, heat transfer and even embroidery for outerwear, with the bulk of the branding currently done as heat applied transfers.

The purchase of the Geo Knight DK20S Digital Swing-Away Heat Press would allow the Public Works department to complete the vast majority of this work “in house”, rather than sending it out to a vendor. All screen print or heat transfer branding could be done using our in house sign shop equipment, utilizing various materials that work in conjunction with this heat press to brand everything from regular shirts, t-shirts, special event shirts, safety vests, rain gear, etc. This would not only benefit the Public Works department, but all departments within the Village that are currently paying for this work through a 3rd party vendor.

With the overall recent rebranding of the Village of Buffalo Grove, this would further allow us to expedite rebranding for all departments while reducing the costs for these efforts. This would also allow for greater customization of branding, making us more agile to meet the changing needs of our staff, our logo, our annual events and our community.

Page 1 of 2

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ANALYSIS

In recent years the technology of our Street Section Sign Shop has grown considerably. The equipment and software used in this section has allowed us to stretch into new areas and new possibilities. The sign shop is now creating and printing decals that are used on our municipal fleet. We are capable of creating signs and banners for our own department, as well as every other department of the Village. We're even creating signs for other agencies that are sold at profit creating revenue as well as saving money vs. the costs for these using a 3rd party vendor.

The addition of this heat press is a logical next step for this section, as the software and printing equipment is already in service. The addition of this system integrated into a sign shop that has the printing capability and technical expertise will continue to drive down costs and save the Village money, while also opening up possibilities for future growth and savings in the years to come.

This would be a tool that would benefit all Buffalo Grove departments, reducing costs, and expediting the full Villagewide rebranding of our community.

FINANCIAL IMPACT

Staff has priced the specific materials necessary to perform this work in house. Based on these cost calculations, staff believes we can perform this work at a cost of \$2.50 per branding. This would represent a cost of \$2.00 per item. With over 40 full time employees, plus regular seasonal employees staff believes the Public Works alone would benefit from an annual savings of over \$800.00. Assuming other Village departments are also paying similar costs for their branding work, it's reasonable to conclude that the Village could save in excess of \$1,000.00 annually if performed in house, making the return on investment less than 2 years.

APPENDICES (IF APPLICABLE)

- a. <https://signoutletstore.com/geo-knight-dk20s-digital-swing-away-heat-press-16-x-20/>
- b. <https://www.youtube.com/watch?v=RKwly-Dhaos>



MEMORANDUM

DATE: September 16, 2024
TO: Dane Bragg, Village Manager
FROM: Chris Black, Finance Director
SUBJECT: Front Desk Signage

BACKGROUND:

The Finance and Community Development departments are always looking for ways to streamline the customer experience. The departments assist a large volume of customers on a daily basis that require various services including transfer stamps, utility billing, and permits, to name a few.

Part of providing a positive customer experience is efficiency. The first step is to ensure that a customer goes to appropriate area for their specific service needs. This can be a challenging due to the customer's understanding of what tasks each department handles and the limited signage directing them to either department.

When a customer walks in the front entrance of Village Hall, the first window they see is the Finance Department service area, which is immediately followed by the Community Development Department front desk operation. Typically, customers will stop by Finance Department first to address their service need. If there is already a customer being served in the Finance Department, subsequent customers may stand in line to wait to be served. If they are looking for service by the Community Development Department, they have stood in line unnecessarily, lengthening the amount of time it takes to complete their transaction.

REQUEST

Staff is requesting wayfinding lettering and signage for both the Finance and Community Development departments to better serve the public when entering Village Hall. The lettering will be placed on the wall above the customer service counters in each department and the smaller floor signs will be used to depict what services can be received at each window. This will enhance the customers experience by being able to easily determine which counter will serve their needs.

DETAILS AND COST

Staff is requesting a total of \$2,000 for the signage for the Finance and Community Development customer service counters. The \$2,000 will cover the cost to purchase and install the signage.

APPENDICES

- a. Mockup/concept of proposed signage





MEMORANDUM

DATE: September 16th, 2024

TO: Dane Bragg, Village Manager

FROM: Tyler Grace, Assistant Village Manager

SUBJECT: Server Room Environmental Monitors

REQUEST

Staff requests \$1,900 for the purchase of six heat and humidity sensors for deployment in the Village's auxiliary IT rooms, along with three visual/audible alerting systems for the Village's main server rooms.

BACKGROUND

The Village of Buffalo Grove operates three main server rooms, with auxiliary IT rooms located in each major municipal building. These rooms house essential networking equipment that supports internet and phone services throughout the building, and in some cases, across all Village facilities. Like many modern businesses and government agencies, most of the Village's software applications and phone systems rely on internet access to function effectively.

Networking equipment, such as servers, switches, and firewalls, is particularly vulnerable to high heat and humidity. These conditions can lead to corrosion and overheating, reducing the equipment's lifespan and necessitating more frequent replacements. In extreme cases, equipment failure can result in internet outages, interrupting non-emergency departmental operations and forcing emergency communications for fire and police response onto backup radio channels. Proactively identifying hazardous environmental conditions in server rooms and auxiliary IT rooms is crucial to preventing network outages.

ANALYSIS

There are two primary methods for identifying and addressing environmental issues within server rooms: detecting problems through specialized sensors and communicating alerts to centralized IT staff.

Sensors

To detect hazardous environmental conditions in the Village's IT rooms, heat and humidity sensors should be installed. These sensors monitor conditions continuously and electronically report any abnormal readings to the Village's centralized IT staff. While sensors are currently installed in the most critical areas, an additional six sensors are required for comprehensive monitoring across all Village facilities.

Alerting Systems

Although the sensors can transmit abnormal conditions electronically, they cannot do so if the network is down. To address this, visual and audible alerting systems can be installed outside the IT rooms to allow on-site, non-specialized staff to monitor conditions locally. These systems can emit audible alarms and display visual indicators to notify staff of potential issues. This allows IT staff to be alerted promptly, even if the network is down.

FINANCIAL IMPACT

While it is difficult to precisely quantify the long-term financial savings of the environmental monitoring system, the system is expected to prevent premature equipment failures, extend the lifespan of networking hardware, and contribute to a more stable network for municipal operations. The estimated total cost to complete the Village's IT environmental monitoring system, including six heat and humidity sensors and three visual/audible alerting systems, is \$1,900.

NEXT STEPS

Upon approval by the Village Board, the Administrative Services Department will coordinate the purchase and installation of the sensors and alert systems.

APPENDICES

- a. [Product Brochure – Heat & Humidity Sensor](#)
- b. [Product Brochure – Visual and Audible Room Alert](#)

DATE: September 16, 2024

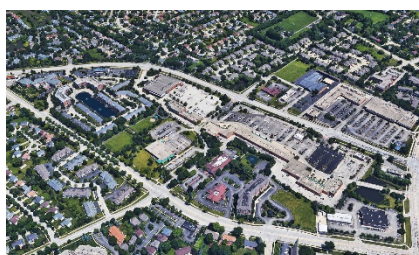
TO: Village Manager Dane Bragg

FROM: Director of Community Development, Nicole Woods
Director of Communications, Molly Gillespie

SUBJECT: Request for expenditure – Approval of funds for a drone

BACKGROUND

If you haven't noticed, Buffalo Grove has a lot going on! Exciting new developments, community events, new community facilities and infrastructure projects are taking place all over town. The Community Development and Communications and Engagement Departments are jointly requesting to purchase a drone with this year's Civics Forum funds so that we can capture images and videos to share all of these exciting projects and events with the community!



Why do we need a drone?

- To capture images of current development projects taking place all over Buffalo Grove.
- To obtain images related to our Infrastructure Modernization Program – so that residents can see their tax dollars at work.
- To capture scenic shots of events, gatherings, facilities and the like.
- To take aerial photos of future development sites for economic development pieces and Village plans.
- To acquire stock images that showcase our community throughout the seasons.

Don't we already have a drone?

The Police Department drone was purchased with asset forfeiture funds which restricts its use. It is a large, expensive, high-tech drone that requires a police-trained pilot. This is not a drone that can be borrowed for the above noted uses, nor should anyone take on the risk of flying such an expensive, high-tech piece of equipment. There are also regulations that limit the types of drones that can be flown for certain uses, like over people. Since that is a likely use for the requested drone, a mini is being sought with all the gear necessary to keep it charged, protected and travel ready.

What all is included?

The drone is a DJI Mini 4 Pro 4K HDR Folding Drone Quadcopter that comes with a DJI RC Remote Controller, DJI Intelligent Flight Battery Plus x 3, a Two-Way Charging Hub, Shoulder Bag plus an USB-C Cable, Spare Propellers (Pair) x 3, Screws x 18m Screwdriver, Type-C to Type-C PD Cable, Gimbal Protector, Propeller Holder, all protected by the DJI USA Authorized Warranty.



The bundle that is recommended in this purchase includes items that ensure easy travel, longer battery life and protection including the Deco Gear Drone Photography Travel Backpack, Lexar 128GB FLY microSDXC UHS-I Memory Card LMSFLYX128G-BNNNG, Deco Gear Drone Landing Pad 31.5-inch (80CM) with Travel Case, all protected by the CPS 2 Year Extended Warranty.

REQUEST

The Community Development and Communications and Engagement Departments are requesting \$2,000 to purchase the remote-controlled drone bundle. Having a Village-owned drone of this nature would reduce spending on current contractual services for aerial photography and videography as well as provide opportunity for new and enhanced photography and videography across the organization. Currently, we pay \$2000 for a drone videographer to come to one day of BG Days for five-hours of filming. This purchase could see a return on investment from that event alone! The drone would be used regularly to capture images and video of all the exciting project and events taking place around Buffalo Grove. These images would be used in Village plans, marketing pieces, and in regular communications with the community.