



Meeting of the Village of Buffalo Grove
Village Board
Special Meeting
September 12, 2022 at 7:30 PM

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

1. Call to Order

- A. Pledge of Allegiance

2. Special Business

- A. 2022 Civics Forum (Clerk Sirabian) (Staff Contact: Evan Michel)

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. 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 : 2022 Civics Forum

Recommendation of Action

N/A

Students from Buffalo Grove High School and Stevenson High Schools will participate in the 2022 Civics Forum.

ATTACHMENTS:

- 2022 Civics Packet (PDF)

Trustee Liaison
Ms. Sirabian

Staff Contact
Evan C Michel, Office of the Village Manager

Monday, September 12, 2022	
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VILLAGE OF
BUFFALO GROVE



DATE: September 15, 2022

TO: Dane Bragg, Village Manager

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

SUBJECT: Water Rescue Communications Unit

Background

The Buffalo Grove Fire Department maintains a Water Operations Team with a wide range of capabilities including dive, sonar, swift water, and ice rescue. Through its regional memberships, the Team can be deployed to significant water rescue incidents throughout the Chicago suburbs and correspondingly, can call on resources from other area water rescue teams for incidents within Buffalo Grove.

To communicate with its underwater divers, the Team currently relies upon an aging communications unit whose replacement parts are becoming difficult to acquire. The proposed replacement unit, an MK-7 BuddyLine is a compact, self-contained air intercom system. The MK-7 BuddyLine was specifically designed for Search & Rescue Teams to have a clear underwater communication device that needs little set-up time.

Summary

Staff requests \$1,650 for the purchase of an MK-7 underwater communications unit to replace outdated communications equipment utilized by the Fire Department's Water Operations Team.

VILLAGE OF BUFFALO GROVE



MEMORANDUM

DATE: August 26, 2022
TO: Dane Bragg, Village Manager
FROM: Darren Monico, Village Engineer
SUBJECT: Public Works Department Civics Forum Presentation

Background

The Village of Buffalo Grove Public Works Department is always looking for ways to reduce time to complete the Department's core job functions and to protect our employees from injury. Staff has identified a piece of equipment that meets this purpose.

Staff Recommendation

Staff recommends purchasing a new free standing sand blasting cabinet to replace the existing cabinet. This cabinet will reduce time by removing rust quickly from any piece of metal used to the Public Works Department in the maintenance of the Village's vehicle fleet and small machines. Having a well-functioning sand blaster will save the employees the time, effort and avoid the environmental issues of using a die-grinder instead of using the proper tool of a sand blaster.

Summary of the Program

With the purchase of this piece of equipment, Public Works staff will be able to better maintain anything metal in the Village's fleet of vehicles and small machines. Village staff will also reduce respiratory issue risk by using alternate equipment to try and get the job done instead of a sand-blasting cabinet. Several times a week, if not daily, a fleet maintenance employee, in the maintenance of Village assets, needs to remove rust from a metal piece of equipment. As the existing sand blasting cabinet is not reliable and not functioning correctly, staff will use a die-grinder instead. A die grinder is a small handheld tool that spins at a high rate of speed to grind off rust off a metal piece. However, using the die-grinder, creates a lot of fine material dust throughout the vehicle maintenance area in the Public Works building. Even if employees are wearing proper respiratory equipment while using the die-grinder, the fine material dust generates settles over a lot of the equipment and lingers in the air. This can be avoided if staff had a functioning sand-blasting cabinet to remove rust from metal pieces.

The Village of Buffalo Grove owns and maintains approximately 300 vehicles and hundreds of small machines that have many metal parts. The vehicle maintenance division alone could use this cabinet several times a week, saving time and reducing injury risk.

Next Steps

Staff is seeking \$2,000 to purchase this important piece of equipment. The Trinco Free-Standing Suction Sandblaster is shown in the picture below and meets the needs of the Public Works Department. It can be used for all metal parts that will fit within its generous measurements.



VILLAGE OF
BUFFALO GROVE



TO: Dane Bragg, Village Manager

FROM: Nicole Woods, Director of Community Development
Chris Black, Director of Finance

DATE: September 26, 2022

RE: Request for Expenditure Approval of Time-lapse Outdoor Construction Camera

The Finance and Community Development Departments would like to request a time-lapse outdoor construction cameras to capture the progress of The Clove development (Town Center redevelopment) over the next few years.

BACKGROUND

The Clove, which is the redevelopment of the former Town Center Shopping Center, is located in the “eastern bookend” of the larger 475-acre Lake Cook Corridor. Although the Corridor has historically served as an important source of revenue and vitality for the Village, it has been facing several challenges over the past several years.

In recognition of both the Corridor’s significance and its challenges, Buffalo Grove kicked-off the Lake Cook Corridor Market Study and Plan project in 2016 to establish a long-term (15-20 year) vision for the Corridor. The resulting product, the Lake Cook Corridor Market Study and Plan (LCCP), represents a community-driven vision and plan for the Corridor. It was created through an intense public process that successfully achieved broad consensus in BG about the Corridor’s future through engaging several hundred stakeholders via public meetings, workshops, open houses, and online surveys. In 2018, Buffalo Grove adopted the LCCP as a component to the Village’s Comprehensive Plan.

With the LCCP in their hands, developers came to the Village a few years ago to embrace LCCP’s framework plan for the Town Center area. The resulting project, The Clove, implements the vision for the area, which was to create a walkable and active mixed-use Village Center for the community to stroll, shop and dine.

The Clove development is significant for a multitude of reasons. To begin with, The Clove represents the first project to implement the community-driven LCCP. Moreover, it is the first major redevelopment project in the Village. The twenty-acre Town Center area has been a fixture in Buffalo Grove for years, and the community has grown, developed, and integrated that Center into its fabric. This 20-acre redevelopment plan proposes new uses and buildings that work within the physical, market, accessibility, infrastructure and ownership limitations that come with the property. No other redevelopment project in the Village can match the depth, breadth, and challenges of this project.

Finally, the project represents a new chapter of development and growth for the Village. This project, along with the NCH development, is the beginning of a more modern development in the Village that features key concepts of walkability, and modern materials. Furthermore, the mixed-use 7-story apartment building will reach 86 feet tall and will help define the Village’s skyline.

REQUEST FOR CAMERA

Given the importance and magnitude of the project, capturing and recording its construction via a time-lapse camera will help memorialize The Clove. With the timelapse feature it can take snapshots (both daily and nightly) of the project so a time-series video can be produced. In addition the snapshots can be shared in real-time so all residents and interested parties can see The Clove as it progresses. Upon completion, the video can be donated to the Raupp Museum (Buffalo Grove's history museum), so future generations can see how this important development was built.

The camera's request is also timely. The Clove's groundbreaking celebration is planned for September 22nd. The project is anticipated to be fully completed by 2026, with some of the smaller outlots and grocer being developed as early as the end of 2023. The camera can capture everything from the groundbreaking to the final development's ribbon cutting ceremony.

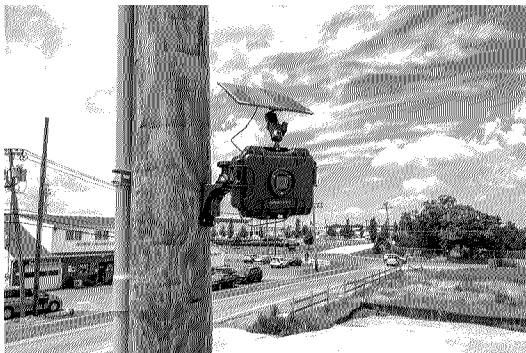
CAMERA DETAILS, COST AND MAINTENANCE

The proposed camera will create professional full HD time lapse videos that can be shared with minimal post-editing. The camera is intended for multi-year outdoor construction projects as it includes a waterproof enclosure with a mounting bracket and a swivel arm. The camera includes a solar panel and back-up batteries to ensure continuous and environmental-friendly energy will be powering the camera. Lastly, the camera allows for remote monitoring and a cloud upload to ensure wire-free and hands-free monitoring.

The proposed camera pack is \$2,000.

The camera will be monitored via a partnership between Community Development and Communications. Community Development will also perform physical checks on the camera via the frequent inspections that will take place on site.

Proposed
Time-Lapse Camera Pack





BUFFALO GROVE POLICE DEPARTMENT INTERNAL MEMORANDUM

TO: Dane Bragg, Village Manager

FROM: Amy Cholewa, Officer

DATE: August 25, 2022

SUBJECT: Civics Forum – Police Department Proposal

The Buffalo Grove Police Department is committed to the principle of community engagement in policing. Our agency is consistently seeking out innovative means to further our positive interactions with residents. These efforts include many activities that involve people coming to the police station. Our department would like the police station's lobby to send a more cordial, welcoming, and accommodating impression to those who find themselves needing to conduct business at the department.

To achieve this goal, the police department is requesting funds to purchase a wall-mounted drinking fountain with a bottle filler (see Attachment A). The new fountain and bottle filling station would provide a source of water for visitors, whether they are conducting police business, or are just passing by on the nearby walking path. Additionally, a wall-mounted TV would be a great improvement to display upcoming events and safety information to the public (see Attachment B).

Wall Mounted Drinking Fountain with Bottle Filling Station	\$1,300
Installation materials	\$200
Display TV and Wall Mount	\$450
ESTIMATED TOTAL	\$1,950

*Installation and labor will be funded separately, through the Police Department.

Our agency takes pride in our commitment to providing the best service to the community. We would like our station's lobby to reflect this commitment by providing an environment that promotes comfortable and informative interactions between our police officers and the public we serve.

Respectfully,

A handwritten signature in black ink, appearing to read "Amy Cholewa", followed by the number "#204".

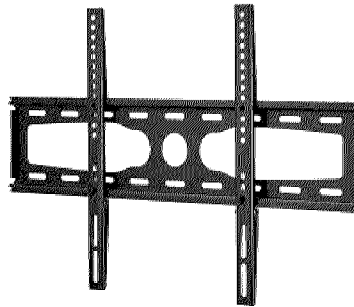
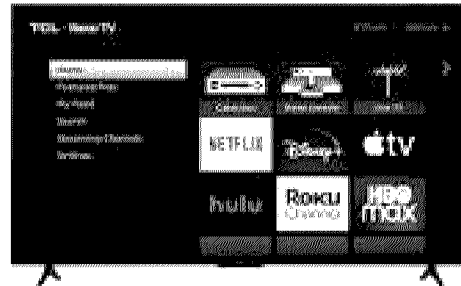
Officer Amy Cholewa #204

Attachment: 2022 Civics Packet (Civics Forum)

Attachment A



Attachment B



VILLAGE OF BUFFALO GROVE



MEMORANDUM

Date: August 25, 2022

To: Dane Bragg, Village Manager

From: Kathryn A. Golbach, Human Resources Management Analyst

Subject: New Employee Swag – Onboarding Welcome Kit

Onboarding new employees is one of the many functions of the human resources department. Successful onboarding is an extension of the recruitment and hiring process – A time when candidates are still assessing the organization as much as the organization is assessing the hired candidate. During this time, new employees get a first glimpse at the reality of life in your organization. This process tends to be full of information on benefits, policies, department and organization mission, vision, and goals, and plenty of paperwork, which are all important to establish what the organization stands for and against and outlines expectations for employee behavior. However, providing new employees with swag is an opportunity to showcase the human side of the organization, something we as an organization have continued to strive for.

The purpose of this memo is to highlight items that would be included in the onboarding welcome kit to enhance the employee experience from the very beginning.

Onboarding Welcome kit

The onboarding welcome kit would contain an assortment of gifts that will make the new employee feel like a valued member of the organization. Below are a list of items that would be part of the kit, including costs. These items will help humanize the organization and help achieve the goal of engagement and integration into the workplace.

Welcome Kit Items	Associated Cost
•Coffee mug/traveler •Vinyl stickers •Custom notecard with local eateries •Stress ball gadget •Sticky note cube •Package material	•Package Material: \$300.00 •Camp traveler mug: \$600.00 •Vinyl Stickers: \$50.00 •Notecard: \$100.00 •Stress Gadget: \$200.00 •Sticky note cube: \$200.00

Research shows that welcome kits bring a return on investment through reduced turnover and increased employee engagement, which can be difficult to capture late in employment life cycle.

Recommendation

Staff is seeking \$2,000 to develop welcome kits for new employees as part of their onboarding process. These items create an opportunity for the organization to humanize itself and create an impression that will stick and enhance the employee experience.