



Meeting of the Village of Buffalo Grove
Village Board
Committee of the Whole
March 2, 2020 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. Stormwater Study Update (Trustee Pike) (Staff Contact: Michael Reynolds)
- B. Review of Waste Management's at Your Door Program (Trustee Smith) (Staff Contact: Chris Stilling)
- C. Presentation of the Open BG Transparency Portal (Trustee Johnson) (Staff Contact: Evan Michel)
- D. Update Regarding the Proposed 2020 Buffalo Grove Lake Cook Road TIF District (Trustee Smith) (Staff Contact: Chris Stilling)

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)(1) of the Illinois Open Meetings Act: the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body, Including Hearing Testimony on a Complaint Lodged Against an Employee of the Public Body or Against Legal Counsel for the Public Body to Determine Its Validity. (President Sussman) (Staff Contact: Dane Bragg)
- B. 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 : Stormwater Study Update

Recommendation of Action

Staff recommends discussion.

Staff will provide an update on the stormwater study.

ATTACHMENTS:

- Stormwater Study Update Memo 03022020 (DOCX)

Trustee Liaison

Pike

Staff Contact

Michael Reynolds, Public Works

Monday, March 2, 2020	
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VILLAGE OF BUFFALO GROVE



MEMORANDUM

DATE: February 24, 2020

TO: Dane Bragg, Village Manager

FROM: Mike Reynolds, Director of Public Works

SUBJECT: Stormwater Master Plan Update

Included in the 2019 Strategic Plan was the completion of a Stormwater Master Plan for the Village. Accordingly, the approved 2019 Capital Budget included \$170,000 to evaluate the Village's stormwater system and develop a comprehensive Stormwater Master Plan. Following the general engineering Request for Qualifications process, the Village Board awarded a contract to Engineering Resource Associates (ERA) for the completion of this study.

The project scope is split into three separate parts, which are enumerated below. Parts one and two are currently budgeted. The specific scope and costs associated with Part three (Lake County Detailed Analysis) is expected to be determined upon the completion of part two with a potential budget request 2021.

Step 1. Cook County Detailed Analysis:

- A. An existing conditions analysis will be performed of the Village will be performed, which will include modeling of the existing stormwater management system (pipes, ditches, detention ponds, depressional storage, etc.).
- B. Identification of study areas where the existing infrastructure does not meet the Village's level of service goals.
- C. Field survey of critical infrastructure.
- D. A proposed conditions model and conceptual plans will be prepared showing infrastructure improvements for each study area.

Step 2. Lake County High-level Analysis:

- A. GIS analysis of LIDAR and GIS data to identify depressional storage areas and overland flow paths
- B. Collect and analyze records of flooding from Village staff and on-line surveys from residents.
- C. Baseline engineering analysis
- D. Identify study areas for future analysis (step 3 below)

Step 3. Lake County Detailed Analysis:

- A. An existing conditions analysis will be performed of the study areas within Lake County portion of the Village will be performed, which will include modeling of the existing stormwater management system (pipes, ditches, detention ponds, depressional storage, etc.).
- B. Field survey of critical infrastructure.
- C. A proposed conditions model and conceptual plans will be prepared showing infrastructure improvements for each study area.

Staff from ERA will provide a brief presentation on the status of the study, the general methodology associated with the study, the expected study outcomes and answer any questions.



Information Item : Review of Waste Management's at Your Door Program

Recommendation of Action

Staff recommends discussion.

Staff will be providing the Village Board an update regarding Buffalo Grove residents utilization and feedback of Waste Management's At Your Door program.

ATTACHMENTS:

- BOT Memo (DOCX)

Trustee Liaison
Smith

Staff Contact
Chris Stilling, Community Development

Monday, March 2, 2020	
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VILLAGE OF BUFFALO GROVE



MEMORANDUM

DATE: February 27, 2020

TO: Dane Bragg, Village Manager

FROM: Christopher Stilling, Director of Community Development

SUBJECT: Update Regarding the Village's At Your Door Service Program

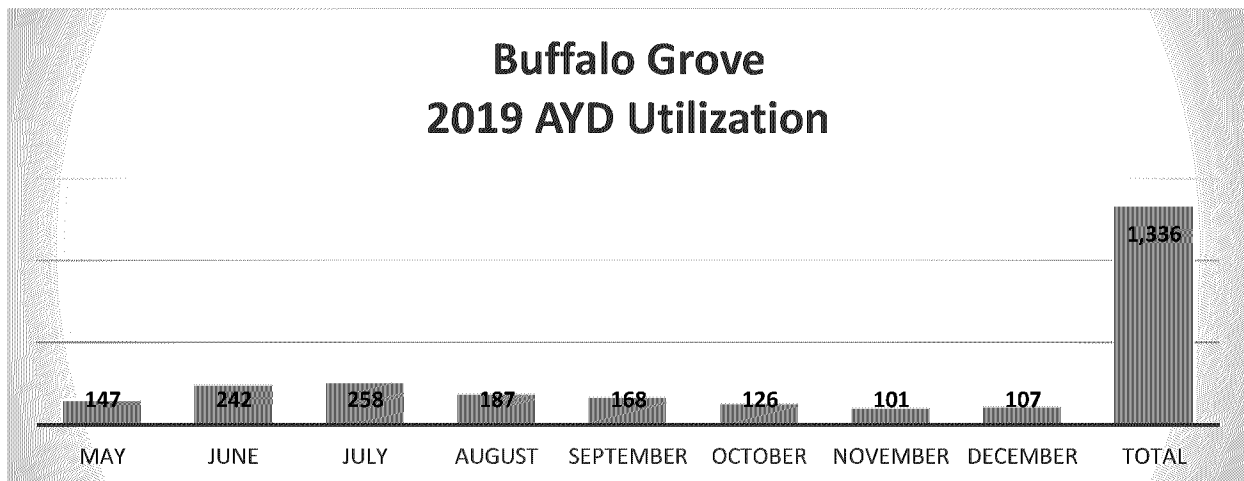
BACKGROUND

In 2019, the Village approved an extension to the existing solid waste contract with Waste Management (WM), who has been the Village's waste hauler for over 20-years. The new contract, which went into effect May, 2019, included the new At Your Door Service. The **At Your Door Service** (AYD) is an additional monthly service allowing residents the ability to dispose of difficult, sometimes hazardous and hard to recycle materials that many households accumulate (electronics, TVs, paint chemicals, etc.). The following memorandum provides a summary of the program's utilization as well as customer feedback about the service.

RESIDENT UTILIZATION

From May, 1, 2019 through December 31, 2019, a total of **1,336** residential customers used the AYD program. *Chart 1* below shows the monthly utilization for AYD.

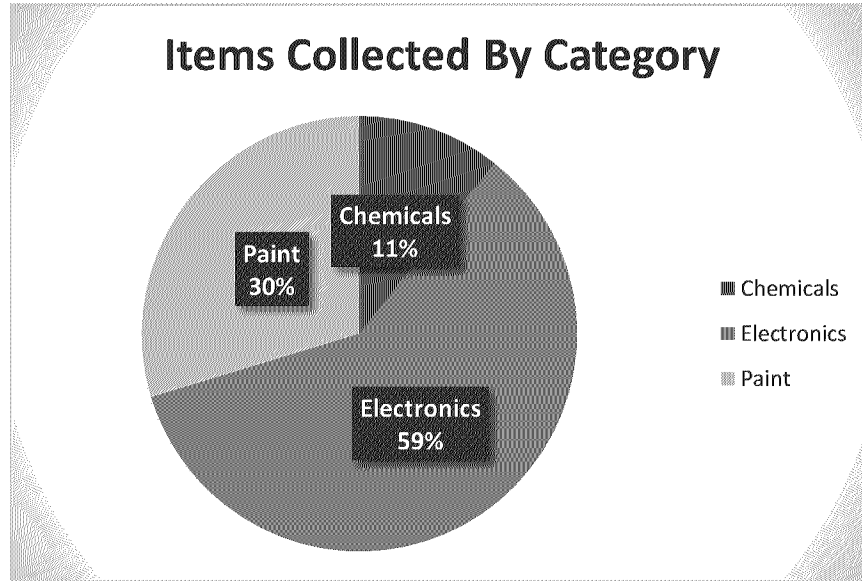
Chart 1- 2019 Utilization



MATERIALS COLLECTED

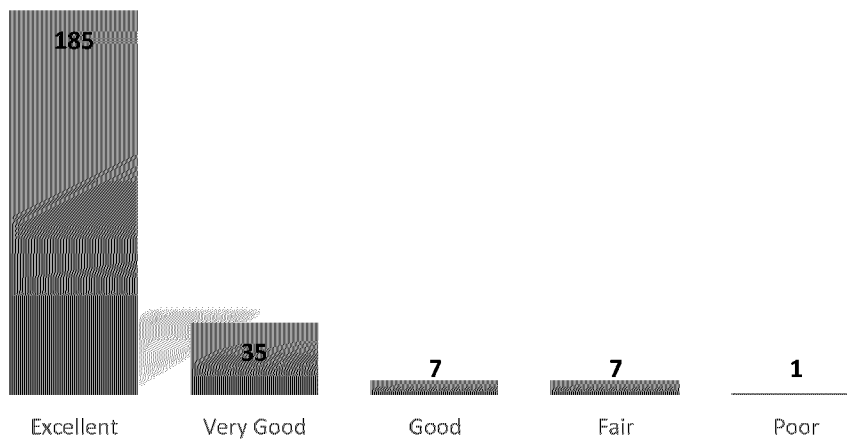
Approximately 120,000 pounds of material were collected, of which 88.5% or 106,000 pounds were sent for recycling. The majority of the items collected were lead batteries, computers, TVs, and latex paint.

Chart 2- Items Collected

**RESIDENT SATISFACTION**

As part of the AYD program, WM provided resident's comment cards to share their feedback regarding the service. Through December 2019, the Village received over 230 comment cards showing strong support for the program. All but one comment card indicated that residents wanted the Village to continue offering the service.

Chart 3- Resident Feedback

General Feedback Regarding the AYD Program**SUMMARY**

Overall, the AYD program has been well utilized by residents. Pursuant to our contract with WM, the program will be in place until April 30, 2022. At that time, the Village will have the option to decide whether or not to continue the service.



Information Item : Presentation of the Open BG Transparency Portal

Recommendation of Action

Staff recommends presentation.

Phase III of the Website Refresh Project included provisions to increase the availability of public information as well as reduce barriers for residents to access data. The Open BG initiative provides a landing page with direct access to the village's financial, historical, and contractual information. Upon incorporating any feedback from the Village Board, staff will begin to design a communications campaign to educate residents about the many new features of the portal with an anticipated go-live date in the second quarter of 2020.

ATTACHMENTS:

- Open BG Memo rev (DOCX)

Trustee Liaison
Johnson

Staff Contact
Evan C Michel, Office of the Village Manager

Monday, March 2, 2020

VILLAGE OF BUFFALO GROVE



DATE: February 27, 2020

TO: Dane C Bragg, Village Manager

FROM: Evan Michel, Assistant to the Village Manager

SUBJECT: Transparency Portal/ Open BG

Open BG Initiative

Phase III of the Website Refresh Project included provisions to increase the availability of public information as well as reduce barriers for residents to access data. The Open BG initiative provides a landing page with direct access to the village's financial, historical, and contractual information. The portal allows all interested parties the data necessary to participate in and improve government by conducting research and analysis. This easily assessable data offers residents a better understanding of the services provided by village departments and the many ways the village strives to improve the quality of life for residents.

The Open BG landing page centralizes the village's current transparency initiatives such as

- Employment Opportunities Portal
- Vendor Registry Portal
- Employment and Compensation Agreements
- Local Tax Information

Similarly, the landing page includes two new transparency projects, the Public Document Portal and Socrata Open Finance.

Public Document Portal

Buffalo Grove is committed to the scanning, storage, & online publication of public documents. Deputy Clerk Kamka has lead an interdepartmental team that has uploaded thousands of historical documents through Laserfiche. Currently, these documents include:

- All Village Board Agendas Archive 1999-2015
- Board & Commission Agendas and Minutes 1990-2015
- Village Board Closed Session Minutes 1995-2016
- All Ordinances and Resolutions

Staff is constantly updating and adding additional documents to the portal. All of the uploaded documents are OCR searchable and can be downloaded. Staff expects the amount of Freedom of Information Act requests to be reduced as residents utilize the portal.

Socrata Open Finance

Open Finance visualizes New World financial data (the Village's Finance Software) into an interactive

interface to assist the public in understanding government finances. The portal is designed to provide answers to the most common questions related to the village's finances. This is accomplished through the following modules

- Open Finance: Access to historical data that provides year-over-year insights and trend analysis.
- Open Budget: Visualizes expenditure data to allow the public and internal stakeholders to understand complex financial information.
- Open Check Book: Displays detailed information for each expenditure including the payment amount, payment number, and expense categories.

Each module is graphically organized by category, department, function, and vendor, which provides insightful information for internal stakeholders and citizens.

Next Steps

The IT Committee and Senior staff have reviewed and provided enhancements to the Open BG landing page. Staff will provide an overview of new webpage at the March 2 Committee of the Whole Meeting. Upon incorporating any feedback from the Village Board, staff will begin to design a communications campaign to educate residents about the many new features of the portal with an anticipated go-live date in the second quarter of 2020.



Information Item : Update Regarding the Proposed 2020 Buffalo Grove Lake Cook Road TIF District

Recommendation of Action

Staff recommends discussion.

As a follow up to the Village Board's action authorizing SB Friedman to complete a Tax Increment Financing (TIF) Feasibility Study, staff wishes to share the current status of the final Eligibility Study and discuss the next steps of the project.

ATTACHMENTS:

- BOT Update Memo (DOCX)

Trustee Liaison
Smith

Staff Contact
Chris Stilling, Community Development

Monday, March 2, 2020

VILLAGE OF BUFFALO GROVE



DATE: February 27, 2020

TO: Dane Bragg, Village Manager

FROM: Christopher Stilling, Deputy Village Manager

SUBJECT: Proposed 2020 Buffalo Grove Lake Cook Road TIF District Update

BACKGROUND

As a follow up to the Village Board's action authorizing SB Friedman to complete a Tax Increment Financing (TIF) Feasibility Study, staff wishes to share the current status of the final Eligibility Study and discuss the next steps of the project.

PROJECT STATUS

SB Friedman is in the process of finalizing the study which is anticipated to be completed within the next few days (by March 6, 2020). As a requirement of State statute, once the Eligibility Study has been completed, it will be filed with the Village Clerk and made available for public viewing. Furthermore, staff will post the feasibility study on the Village's website www.vbg.org/tif. This webpage also includes general information and updates about TIF. It will also serve as resource for the public who are seeking more information about the process.

Once the feasibility study has been filed with the Village Clerk and made available for public viewing, staff will request that the Village Board approve an Ordinance setting the time and place of the public hearing. This request will be made at the March 16, 2020 Village Board meeting.

As previously noted at the February 18th Village Board meeting, staff has already met with most of the affected taxing bodies. Staff plans to share the final TIF Eligibility Study with each of them once it is publically available and prior to the required Joint Review Board (JRB) meeting.

Once the Feasibility study has been publically available and the JRB has convened the required meeting, SB Friedman will formally present the overall findings of the TIF Study as well as both the JRB's and public's comments to the Village Board prior to the Board taking any final action on creating a TIF District.



Attachment: BOT Update Memo (Update Regarding the Proposed 2020 Buffalo Grove Lake Cook Road TIF District)



Information Item : Executive Session - Section 2(C)(1) of the Illinois Open Meetings Act: the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body, Including Hearing Testimony on a Complaint Lodged Against an Employee of the Public Body or Against Legal Counsel for the Public Body to Determine Its Validity.

Recommendation of Action

N/A

Executive Session - Section 2(C)(1) of the Illinois Open Meetings Act: The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

Trustee Liaison

Sussman

Staff Contact

Dane Bragg, Office of the Village Manager

Monday, March 2, 2020	
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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 2, 2020