1. Call to Order
   A. Pledge of Allegiance

2. Special Business
   A. Comprehensive Plan Update (Trustee Smith) (Staff Contact: Nicole Woods)
   B. 2020 Census Update (Trustee Smith) (Staff Contact: Chris Stilling)
   C. Buffalo Grove Community Foundation Update (Trustee Weidenfeld) (Staff Contact: Evan Michel)
   D. Presentation of Draft Sustainability Plan (Trustee Johnson) (Staff Contact: Brett Robinson)

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)(11) of the Illinois Open Meetings Act: Litigation, When an Action Against, Affecting or on Behalf of the Particular Public Body Has Been Filed and is Pending Before a Court or Administrative Tribunal, or When the Public Body Finds that an Action is Probable or Imminent, in Which Case the Basis for the Finding Shall be Recorded and Entered into the Minutes of the Closed Meeting. (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: Comprehensive Plan Update

Recommendation of Action

Staff recommends discussion

The Village continues to work with the planning consultant, Ratio, on the Comprehensive Plan and the project's Draft Existing Conditions Report (ECR) is available for viewing. Ratio will be presenting an overview of the Report at the February 3rd Committee of the Whole and look for feedback and comments.

The Comprehensive Plan Steering Committee is scheduled to meet on Tuesday, February 11th to review the Report, provide feedback, and then participate in preliminary visioning discussions. After that meeting, Ratio will proceed to create visioning and preliminary recommendations which will serve as an outline for the Draft Plan. This deliverable will be shared with the Steering Committee, Village Board, and the public before Ratio proceeds to the Draft Plan.

ATTACHMENTS:

- COW Feb 2.3.20 (DOCX)
- Draft ECR Link (DOCX)

Trustee Liaison
Smith

Staff Contact
Nicole Woods, Community Development

Monday, February 3, 2020
DATE: January 28, 2020

TO: President Beverly Sussman and Board Trustees

FROM: Nicole Woods, Deputy Director of Community Development

SUBJECT: Comprehensive Plan – Draft Existing Conditions Report

BACKGROUND
The Village continues to work with the planning consultant, Ratio, on the Comprehensive Plan and the project’s Draft Existing Conditions Report (ECR) is available for viewing. Ratio will be presenting an overview of the Report at the February 3rd Committee of the Whole and look for feedback and comments.

The Comprehensive Plan Steering Committee is scheduled to meet on Tuesday, February 11th to review the Report, provide feedback, and then participate in preliminary visioning discussions. After that meeting, Ratio will proceed to create visioning and preliminary recommendations which will serve as an outline for the Draft Plan. This deliverable will be shared with the Steering Committee, Village Board, and the public before Ratio proceeds to the Draft Plan.

EXISTING CONDITIONS REPORT
The Existing Conditions Report provides an overview of the current conditions in the Village and is designed to provide a “starting point” by which to move forward and create a shared vision. It includes an overview and discussion on community profile and outreach, land use, housing and neighborhood, transportation, infrastructure and natural resources as well as Dundee Road and Milwaukee Avenue Corridors. The following represents some of the key findings from the report.

- **Buffalo Grove’s stakeholders have expressed common strengths and challenges.** Over 115 stakeholders have either attended the public meeting, listening sessions, meetings, or participated in online forums regarding the Buffalo Grove Comprehensive Plan. Some the key strengths, challenges, and opportunities include:
  - Enjoying the Village’s school and park system, convenience to expressways, safety, and community profile.
  - Desire for central gathering places; additional housing types, eateries and shopping options; improved roads, shopping centers, and trail connectivity; enhanced train service as well as appearance and investment along Dundee and Milwaukee corridor appearance and investment

- **Buffalo Grove’s regional, community, and neighborhood nodes present an organizational framework for the community, which can help guide the Village’s vision and growth.** The nodes includes one larger regional commercial node (Deerfield and Milwaukee); mid-size community nodes that are civic in nature and/or represent a community draw; and various smaller neighborhood nodes that tend to serve the commercial needs for the surrounding community. These classifications help organize the Village’s nodes and can help guide the
future visioning of land use, development, and community character.

- **Buffalo Grove has a strong residential component, however the housing stock does not reflect recent and projected demands.** Buffalo Grove strong residential neighborhoods are an important component to the community. However, the stock is somewhat homogenous and will struggle to accommodate various trends and demographics including seniors and young professionals.

- **The various uses in Buffalo Grove industrial corridors present an interesting and challenging dynamic.** In addition to the newer modern industrial and flex facilities, Buffalo Grove’s industrial corridors have older, dated facilities. These buildings have trouble appealing to industrial users but have attracted alternative uses such as athletic uses and schools. This trend presents interesting dynamic amongst the contrasting uses and raises the question if and how this trend should be managed in the future.

- **Dundee Corridor is ripe for reinvestment.** Dundee Corridor is an important commercial corridor for the Village with great visibility, but is in need of improvements. Reinvestment opportunities for the corridor include the Rohrman Property, as well as properties at Buffalo Grove Rd and Dundee Road and Arlington Heights and Dundee Road.

- **Milwaukee Corridor has momentum to be a strong commercial corridor, but needs guidance for the future.** Woodman’s Market have helped shape the Corridor, which has become a regional commercial node. Other development opportunities exist along the Corridor but face environmental constraints due to floodplains and previous uses. A strong vision that takes into account the potential for expansion of the trail network, the environmental constraints, annexation, and market dynamics can build from the Corridor’s base to create a vibrant, cohesive corridor.

- **Buffalo Grove shows promise for continued maintenance and enhancement of its infrastructure and related green initiatives.** The Village has a solid transportation network and will need to continue to work with partners for public transit and larger road projects. In addition, other capital improvement projects continue to be high proprieties for the Village including enhancing the Village’s walkability, trail connectivity, stormwater system, utility of open space, and other green and environmental initiatives such as opportunities for community solar projects.

**NEXT STEPS**

Ratio will be meeting with the Comprehensive Plan Steering Committee on Tuesday, February 11th to review the Report, share any Village Board collect feedback from the committee, and then begin preliminary visioning discussions. After that meeting, the Existing Conditions Report will be posted on the ideas exchange (www.engagebg.org) and any additional public comments will be collected.

Ratio will then proceed to create visioning and preliminary recommendations, which will serve as an outline for the Draft Plan. This deliverable will be shared with the Steering Committee, Village Board, and the public before Ratio proceeds to the Draft Plan. The next public meeting will showcase main ideas of the Draft Plan which will occur in late summer 2020.
LINK TO THE EXISTING CONDITIONS REPORT CAN BE FOUND BY CLICKING BELOW:

Draft Existing Conditions Report

(Please note that this link is being hosted on an external website. If you are having issues viewing, please contact Community Development staff at 847-459-2530)
Recommendation of Action
Staff recommends discussion.

Buffalo Grove has partnered with the US Census Bureau to bring about awareness and motivate the residents to respond to the 2020 Census. The Census Day has been officially marked on April 1, 2020 with the goal to count every resident in the United States. The decennial Census is critical to determine the reapportionment of seats in the U.S House of Representatives, redistricting to determine the amount of funding to local governments, and for future planning initiatives state wide. Staff will be providing the Village Board an update at the February 3, 2020 Committee of the Whole meeting.

ATTACHMENTS:
- BOT Memo Census (DOCX)

Trustee Liaison: Smith
Staff Contact: Chris Stilling, Community Development

Monday, February 3, 2020
VILLAGE OF
BUFFALO GROVE

MEMORANDUM

DATE: January 27, 2019

TO: President Beverly Sussman and Board Trustees

FROM: Rati Akash, Village Planner

SUBJECT: CENSUS 2020 Outreach Initiatives

OVERVIEW
Buffalo Grove has partnered with the US Census Bureau to bring about awareness and motivate the residents to respond to the 2020 Census. The Census Day has been officially marked on April 1, 2020 with the goal to count every resident in the United States. The decennial Census is critical to determine the reapportion of seats in the U.S House of Representatives, redistricting to determine the amount of funding to local governments, and for future planning initiatives state wide.

OUTREACH INITIATIVES

Collaboration with Partners
- The Village has set up a Buffalo Grove Complete Count Committee (CCC) to plan and implement outreach campaigns to raise awareness of the upcoming Census Day. The Buffalo Grove CCC is a volunteer committee which includes a wide spectrum of representatives from businesses as well as educational, community and faith-based organizations that can further reach out to their members to drive participation.
- Buffalo Grove collaborated with Lincolnshire and the local library district setup the Lake Cook Census Collaborative. Lake Cook Census Collaborative met with the representatives from both Lincolnshire and Buffalo Grove’s CCC and shared the planned Census activities, and conducted a gap analysis for the hard-to-reach residents.
- Buffalo Grove is collaborating with the Wheeling CCC in an effort to reach the residents along the Dundee Road corridor.
- The Village is working with the Metropolitan Mayor Caucus in identifying and formulating a plan to effectively reach group homes with CENSUS information.
- Buffalo Grove is working closely with the schools and libraries to promote educational material in different languages. Also, we are working with the Census Bureau to identify areas where the Census postcards and Census forms should be communicated in more than 1 language.
- Buffalo Grove is collaborating with the inter-faith counsel through their place of worship to alleviate fears about the confidentiality of Census data. Also, Buffalo Grove has participated in various faith-based events to push out Census information.
**Other Communication efforts**

Village staff has also undertaken the following:

- Created a [Census landing page](#), as well as included Census information on the Village’s main page’s scroll banner. In addition, we have created a Census calendar of Census events posted both on the [Lake Cook Collaborative Calendar](#) and the Buffalo Grove Village Calendar.
- Updated the Resident address information through the Local Update of Census addresses (LUCA), New Construction Address Program, and Boundary Validation Program (BVP).
- Sent and will continue to send out pertinent Census information through social media, e-news, and newsletters.
- Buffalo Grove municipality locations and the CCC have effectively posted Census information, and also posters encouraging everyone to apply for Census jobs which pays $29.50 per hour.
- Posted Census information in local grocery stores, salons, and restaurants that target various populations.

**NEXT STEPS**

As we enter into the next phase, which looks to motivate the residents, Buffalo Grove looks to collaborate with its Partners to achieve the following:

- Plan special events within the various organizations that will generate interest and participation from the hard to reach communities for the Census.
- Work with the schools on the mock Census activities. Also, communicate to the schools District 102’s Face to Face program which engages bilingual families.
- Work with the Libraries to create Senior Census events such as Census Bingo, Census breakfast, and create events such story times that target little children as well.
- Working with various organizations to create training space for new Census workers which will required in the month of March timeframe.
- Distribute Census information to all the pre-schools, multi-family units, and religious institutions.
- With the aid of the Library Census Grant, Village plans to install Census banners in English and one other language along the Milwaukee, Lake Cook and Dundee Road Corridor.
- Strategize with the Indian Trails Library on the mobile Census assistance locations in the area and communicate the locations effectively.
- Work with the libraries and schools to host a Census table for the National Young Child week (April 11th – 17th).
Information Item: Buffalo Grove Community Foundation Update

Recommendation of Action
Staff recommends discussion.

Staff will provide an update on the creation and first meeting of the Buffalo Grove Community Foundation.

ATTACHMENTS:
- 501c3 Memo 1-2020.edited (DOCX)

Trustee Liaison: Weidenfeld
Staff Contact: Evan C Michel, Office of the Village Manager

Monday, February 3, 2020
DATE: January 29, 2020
TO: Dane C Bragg, Village Manager
FROM: Evan Michel, Assistant to the Village Manager
SUBJECT: Buffalo Grove Community Foundation Update

INCORPORATION STATUS
On December 10, 2019, Attorney Orr received an official 501c3 tax-exempt status from the Internal Revenue Service. This determination allows donors to formally contribute and donate to the foundation.

Attorney Orr submitted the foundation’s application to the Illinois Secretary of State’s Office in late December of 2019. On January 13, 2020, staff received a request for additional financial documentation. Once the foundation’s bank account is active, staff will submit the requested documentation. This request by the Illinois Secretary of State does not delay any of the foundation’s activities.

INITIAL BOARD ACTIVITIES
The Buffalo Grove Community Foundation’s Board of Directors held its first official meeting on January 16, 2020. The foundation’s board is currently comprised of Trustee David Weidenfeld, Deputy Village Manager Jennifer Maltas, and the Village Treasurer. The board discussed the following items:

Potential Future General Members and Board Members: The foundation’s bylaws state, “Any person, business, or organization shall be eligible to join as a General Member of the Corporation upon invitation of the Board of Directors and payment of the annual membership dues.” The board discussed targeting specific members of the business community as well as philanthropic individuals for membership. The board members agreed to develop a formal membership application and to begin reaching out to the identified individuals to assess their levels of interest.

The foundation’s bylaws likewise require that the Board of Directors to be comprised of seven members, four of which are elected from the general membership. The board discussed which potential general members would be assets to the board. Trustee Weidenfeld and Deputy Manager Maltas volunteered to contact potential general and board members to assess their interest in participating in the foundation.

Securing Banking Services: It was determined by the board that the foundation’s account must be separate from the village’s account tree structure. The board decided to open a new account with Buffalo Grove Bank and Trust. The Village Treasurer will secure banking services for the foundation.
Branding and Marketing: The discussed the necessity for professional branding and marketing materials when approaching potential members and event sponsors. The foundation secured the services from Goss Advertising to develop a logo and other marketing materials.

Goals and Future Programs
Once the initial administrative and recruitment actions are completed, the foundation board will shift its focus to developing programs, which further its mission and goals.

The mission of the Buffalo Grove Community Foundation is to enhance perpetually the Village of Buffalo Grove’s civic, social, and quality of life initiatives.

The overarching goals of the foundation are:
- Develop and support recreational events and festivals that allow the entire Buffalo Grove community to gather, socialize, as well as promote civic welfare;
- Provide and advocate on behalf of inclusive policies and programs for the community’s aged, disabled, and infirmed residents;
- Utilize the diversity and artistic talent within the village to promote a broad spectrum of arts activities.

The foundation is currently exploring the following potential programs:

Permanent Stage at Mike Royko Park: The Village and the Park District are currently exploring the construction of a permanent year-round stage in Mike Royko Park. The construction of this community asset would advance the foundation's goal of supporting recreational events that allow the entire community to gather and socialize. The foundation provides the community with a tax decidable method to contribute to this project.

Rock and Roll Hall of Fame Traveling Exhibit: The Rock and Roll Hall of Fame have several travelling exhibits that are designed to engage and inspire audiences through the power of music. The foundation is exploring the logistical and financial feasibility of this unique opportunity. This program advances the goal of promoting arts activities in the community.

Commission for Residents with Disability Grants: In the past, many opportunities for grant funding were unavailable to the Commission for Residents with Disabilities as many grants required applicants to possess 501c3 status. As the CRD identifies grant opportunities and works with the Grant Writing Collaborative, the foundation can use its status to apply for grants on the CRD’s behalf. This program advances the foundation's goal of advocating for programs for the community’s aged, disabled, and infirmed residents;

Family Mini-Golf Outing: A component of the foundations membership recruitment strategy is hosting a family friendly mini-golf outing. This outing is designed to provide a fun event where the foundation can educate the community on its mission and goals.
Information Item : Presentation of Draft Sustainability Plan

Recommendation of Action

Discussion

At the February 3, 2020 Committee of the Whole meeting, staff will provide an overview of the draft Sustainability Plan. Due to the new formatting and functionality of the document, the draft Plan will be shown at the meeting. Staff will also be going over the goals list for 2020 and 2021.

Trustee Liaison
Johnson

Staff Contact
Brett Robinson, Finance

Monday, February 3, 2020
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
Staff recommends going into executive session.

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, February 3, 2020
Information Item: Executive Session - Section 2(C)(11) of the Illinois Open Meetings Act: Litigation, When an Action Against, Affecting or on Behalf of the Particular Public Body Has Been Filed and is Pending Before a Court or Administrative Tribunal, or When the Public Body Finds that an Action is Probable or Imminent, in Which Case the Basis for the Finding Shall be Recorded and Entered into the Minutes of the Closed Meeting.

Recommendation of Action

N/A

Executive Session - Section 2(C)(11) of the Illinois Open Meetings Act: Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

Trustee Liaison
Sussman

Staff Contact
Dane Bragg, Office of the Village Manager

Monday, February 3, 2020