
OPERATIONS COMMITTEE MEETING AGENDA

MEETING DATE: Monday, May 7, 2018

MEETING TIME: 6:00 p.m.

MEETING LOCATION: North Aurora Village Hall, 25 E. State St., North Aurora



CALL TO ORDER

ROLL CALL

AUDIENCE COMMENTS

APPROVAL OF MINUTES

1. Approval of the Operations Committee Minutes dated March 5, 2018

NEW BUSINESS

1. 201 Smoketree Lane T.I.F. Façade Grant

OLD BUSINESS

OTHER INFORMATION

TRUSTEE COMMENTS

ADJOURN

**VILLAGE OF NORTH AURORA
OPERATIONS COMMITTEE MEETING MINUTES
MARCH 5, 2018**

CALL TO ORDER

Trustee Guethle called the meeting to order.

ROLL CALL

In attendance: Mayor Dale Berman, Trustee Mark Guethle, Trustee Laura Curtis, Trustee Mark Carroll.

Staff in attendance: Village Administrator Steve Bosco, Finance Director Bill Hannah, Public Works Director John Laskowski.

AUDIENCE COMMENTS - None

APPROVAL OF MINUTES

1. Approval of the Operations Committee Minutes dated February 5, 2018

Motion for approval made by Trustee Curtis and seconded by Trustee Carroll. All in favor.

Motion approved.

NEW BUSINESS

1. Overview of 2018-2019 Budget Presentation

Bill Hannah reported that the draft budget will be finalized at the end of March and discussed at the first Committee of the Whole meeting in April.

-General Fund Revenues

Sales tax revenue – estimated to be up 2.2% for the current fiscal year at \$4,680,000 and projecting a 1-1/2% increase next year.

State share income tax revenue – down 1% in the current fiscal year through 9 months of revenue. Projecting 1.5 million dollars for the current year. For next year, given the fact that we do not know what will happen with LGDF (if the reductions will be restored to that of the previous year), we believe there will be increased economic growth.

Property Taxes and 2.1% CPI Factor – those are spoken for with the pension contributions requirement for next year.

Use Tax revenue from online sales continues to go up strongly. The revenue predicted for next year is \$480,000.

Building permit revenue – budgeted \$225,000.

Investment Income – see that rising

DUI/Towing Admin Fees – increasing over this last year from \$40,000 or \$50,000

Video Gaming – continues to increase.

Off Track Betting – will return since the Turf Room will be reopening an Off Track Betting at their site. This could result in an extra \$30,000 of revenue for the Village next year.

- Operations

In all departments, there is an increased need to provide services to the community and to other departments and employees. There is an increase in repair and maintenance of facilities, equipment, vehicles and an increase in ground expenses. Staff is looking at better ways to utilize certain employees' time. The question is, how can we accomplish this without raising taxes and fees? Staff examine the current taxes and charges for services and came up with two options:

Rebalancing topic #1 - Increase in water rates of 15 cents (from \$3.55 to \$3.70 per 1000 gallons), but decrease the sanitary sewer rates from 35 cents to 15 cents. The combined water/sewer rate would go down 5 cents per 1000 gallons through this change.

Steve Bosco mentioned that the water rate survey was matched up with 13 other communities in the Fox Valley area. The average bill for North Aurora was \$55 and the range for the other communities ranged from \$64 to \$130 for a bi-monthly bill. North Aurora's rates are significantly lower and the Village has not raised its water rates in 9 years.

Rebalancing topic #2 – Staff looked at the Village's current telecommunication tax. We currently have a tax of 4% (3% of that goes to the capital projects fund for infrastructure. 1% of that goes to the general fund). The max telecommunications tax per state law is 6%. Most communities are at the maximum and all of it goes to fund operations. Trustee Curtis said that she was against any increase if it is not needed. Hannah said that does not want to increase taxes and are looking at all options.

Hannah said that staff is looking to temporarily change the allocation of the telecommunication tax for a two-year period. The suggestion is to have 2-1/2% of the 4% go to the General Fund and 1-1/2% to the Capital Projects Fund. This would be a temporary shift of about \$97,000.

The Village has, with Woodman's, a 15-year 5.2 million dollar economic sales tax incentive agreement. This agreement will be satisfied earlier than the maximum 15-year period. It will probably be satisfied around the middle of the fiscal year 2020. Staff has discussed evaluating the feasibility of modifying our sales tax levy.

The Village is looking to hire a part-time employee to assist in accounting duties. The Village is also looking to eliminate the intern position, making it a full-time position assisting management and other department heads. Bosco noted that none of the department heads currently have assistants.

OLD BUSINESS – None

OTHER INFORMATION – None

TRUSTEE COMMENTS – None

ADJOURNMENT

Motion to adjourn made by Trustee Curtis and seconded by Trustee Carroll. All in favor.
Motion approved.

Respectfully Submitted,

Lori J. Murray
Village Clerk

VILLAGE OF NORTH AURORA OPERATIONS COMMITTEE REPORT

TO: OPERATIONS COMMITTEE MEMBERS
CC: STEVE BOSCO, VILLAGE ADMINISTRATOR
FROM: MIKE TOTH, COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR
SUBJECT: 201 SMOKTREE LANE TAX INCREMENT FINANCING FAÇADE GRANT
DATE: MAY 7, 2018

DISCUSSION

The North Aurora Tax Increment Financing Grant Program (NATIFGP) provides financial assistance to commercial property owners to make building, landscaping and signage improvements within the TIF district. The NATIFGP offers reimbursement up to 50% of the cost of improving storefronts, building facades or landscaping up to \$20,000.

The Rodeway Inn located at 201 Smoketree Lane is requesting \$14,324.77 in NATIFGP funding. The specific improvements include parking lot sealcoating and striping, and painting the exterior of the building. After receiving separate bids for each portion of the aforementioned scope of work, the combined lowest bids were \$28,649.53.

There are an estimated 250 parking spaces located on the subject property and four (4) handicap accessible spaces. The State of Illinois requires a total of seven (7) accessible spaces where 250 parking spaces are required. Further, the north, west and south entrances are not serviced with accessible parking spaces. As such, staff recommends that three (3) accessible parking spaces be added adjacent to the north, west and south entrances to service those entrances and meet the State requirements.

Per the business district design standards included in the Zoning Ordinance, predominant facade colors must be subtle, neutral or earth-tone colors. Primary colors, high-intensity colors, metallic or fluorescent colors, and black are prohibited as predominant facade colors. Building trim and accent areas may be brighter and include primary colors. Staff worked with the applicant to select colors that meet the requirements of the business district design standards. A condition of approval has been added that specifies the specific colors as a condition of approval.

RECOMMENDATION

Staff recommends that the disbursement be paid towards services rendered by the low bidding contractors for the scope of work included in their estimate submitted to the property owner, per the following conditions:

- 1) All on-site potholes shall be properly patched.
- 2) A total of three (3) accessible parking spaces shall be added – one adjacent to the north, west and south entrances.
- 3) The exterior paint shall consist of Sherwin Williams Sedate Gray (building mass), Auger Shell (arches) and Lupine (roof trim).

RECEIVED

APR 26 2018

VILLAGE OF NORTH AURORA

VILLAGE OF NORTH AURORA
TAX INCREMENT FINANCING DISTRICT GRANT PROGRAM
Application Form

1. Application information

Date: 4/18/2018

Loan Amount Requested: \$ 14,824.765 Total Project Cost: \$ 28,649.53

Name: David Wang

Home address: 201 smoke-tree lane, North Aurora, IL 60142

Phone: 331-205-1700 Fax: 331-212-6782

2. Business information (the building or establishment for which the grant is sought)

Name: Rodeway Inn

Address: 201 smoke-tree lane, North Aurora, IL 60142

Phone: 331-205-1700 Fax: 331-212-6782

Applicant is: Owner Tenant If tenant, term of lease: _____

If tenant, name & phone of owner: _____

3. Proposed use of program:

Canopy/awning

Signage

Windows/doors

Exterior lighting

Painting/tuck pointing

Restoration of architectural feature

Landscaping

Exterior ADA accessibility

Other (please specify) parking lot patching and sealcoating

4. Breakdown of Project:

Estimated Amount	Description of Work
A. \$ <u>12,658.53</u>	<u>Parking lot Patching and Sealcoating</u>
B. \$ <u>15,991.00</u>	<u>Painting Building Exterior</u>
C. \$ <u>14,003.00</u>	<u>Parking lot Patching and Sealcoating</u>
D. \$ <u>34,000.00</u>	<u>Painting Building Exterior</u>
E. \$ <u>51,310.00</u>	<u>Painting Building Exterior</u>

TO COMPLETE THIS APPLICATION, PLEASE ATTACH THE FOLLOWING INFORMATION TO FURTHER DESCRIBE THE PROPOSED PROJECT:

- Preliminary cost estimates (typically a copy of itemized contractor estimates/quotes).
- Site plan and elevation drawn to scale, with scale(s) noted, illustrating the proposed improvements. Proposed materials, colors, finishes and details, including signage (if any).
- Elevations of any façade proposed to be drawn to a scale of a least 1/8" = 1'; each elevation drawing should include notations of proposed materials, colors, finishes, and details. The drawing should clearly show proposed signage (if any).
- Clear and identifiable photographs, at least 5"x7" in size, of the building facades and facades of buildings on the same block. If more than one façade is proposed for renovation, photographs of each façade and buildings on the same block should be submitted.

5. Statement of Understanding:

- The applicant (undersigned) agrees to comply with the guidelines and procedures of the Village of North Aurora Tax Increment Financing District Grant Program and the conceptual design and outline specifications as agreed to by the applicant and the grantor.
- The applicant understands that the applicant must submit detail cost documentation, copies of building permits, bids contracts and invoices and contractor's final waivers of lien upon completion of the approved improvements.

Applicant's Signature*:  Date: 4/18/2018

If the applicant is other than the owner, the following line must be completed:

I certify that I, the owner of the property at Rodeway Inn - North Aurora do authorize the applicant to apply for a grant under the Village of North Aurora Tax Increment Financing District Grant Program and to undertake the approved improvements.

Lease beginning date: _____ Lease ending date: _____

Owner's signature*: [Signature] Date: 4/18/2018

*By signing above, the applicant and owner agree to abide by all applicable laws, ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the contract throughout including the Illinois Prevailing Wage Act. The grantee or entity awarded funding will be required to submit certified payroll to the Village of North Aurora on a monthly basis for the work being performed under the grant and/or redevelopment agreement if said grant or redevelopment agreement funding is being used for the purchase of labor for the materials or services being rendered.

Return completed application form to:
Michael Toth
Community and Economic Development Director
Village of North Aurora
25 East State Street
North Aurora, IL 60542

For Office Use Only

Date application received: 4/26/18 Zoning: B-2

Minimum of two cost estimates for each work item: Yes No

Ineligible improvements, if any: _____

Grant Approved Date: _____ Grant Denied Date: _____

Total estimated project cost: \$ _____ Reason: _____

Percent applied for grant: _____

Total amount of grant: \$ _____



8916 Schoger Drive
 Naperville, IL 60564
 P. (630)753-9500 F. (630)753-9519
 Info@CommercialAsphaltGroup.com

PROPOSAL

PROPOSAL #: 18-1027
 DATE: 03/26/2018

CUSTOMER

Chen Shen
 Rodeway Inn
 201 Smoketree Lane
 North Aurora, IL 60542

JOB ADDRESS

Same

We propose to furnish labor and materials to complete the items listed below:

Crackfilling:Crackfilling - Blow and Fill	No routing; blow and fill only. Cracks will be blown free of debris by compressed air having a minimum of 125 PSI. Cracks will be filled with hot rubberized crack sealant which shall meet federal specifications of AASHTO M 173 and ASTM D 3405. Filled cracks will be relieved of excess sealant by striking off top material to form a band of sealant which extends approximately 1" on each side of the filled crack.	8,920	0.45	4,014.00
Sealcoating:Sealcoating-Coal tar	Clean specified area free of foreign matter such as dirt and gravel. Scrape and broom oil and grease spots. Apply two coats of coal tar emulsion which will meet Federal Specification R-P-355e and ASTM Specification E 3320-74 T. First and second coats will be fortified with 6 pounds of fine silica sand per each gallon of emulsion. Tarmax R-100 coal tar sealer admixture will be added. The Tarmax R-100 shall comply with all requirements as set forth in F.A.A. advisory circular #150/5370-10 DTQ 7/14/83, FED DOT F.A.A. item P-625 coal tar sealcoat.	102,929	0.063	6,484.53
Traffic Marking:Traffic Marking	Restripe using paint or products which meet or exceed State of Illinois specifications. 195 Parking Stalls 4 Handicaps (B&W or Yellow) 5 Hash Zones 1 Stop Bars 980 LF of 4" Lines	1	950.00	950.00
Asphalt Paving:Infra-red Heats	Slow Heat Deteriorated Asphalt to a Depth Of Aprox. 3". Scarify The Asphalt And Add New Asphalt And Rejuvenator To Asphalt. Compact Asphalt To Standard Depth.	11	110.00	1,210.00
				Subtotal: 11,448.53
				TOTAL
				\$12,658.53

Please see attached form for Terms and restrictions on above project.

Thank you for the opportunity to bid this project with your organization.

RESTRICTIONS:

- Above pricing will be held for 30 days from date of proposal. After 30 days we reserve the right to modify the price accordingly.
- Any permits or special insurance requirements are the responsibility of Owner and are not included in above pricing (unless noted).
- Above quantities were provided by your organization and are estimates only. Upon completion of work, field measurements will be taken, and the total cost will be actual field measurements times unit costs.
- Additional trips will be charged a minimum of \$450.
- If asphalt depth is more than 4" change order will be issued for additional depth.
- If concrete depth is more than 6" change order will be issued for additional depth.

- 7. If sub base is failing after excavation, change order will be issued for repair of sub-base.
- 8. Not responsible pitch issues after overlay.
- 9. Not responsible for hydronic water problems.
- 10. Not responsible for landscape restoration/repair.
- 11. Not responsible for work (damage) after C.A.G. has finished job.
- 12. Not responsible for private electrical lines, gas lines & water.
- 13. Saturday after-hours, Sunday and winter pricing are not included in above pricing.

IMPORTANT NOTES:

ASPHALT: Asphalt bid is a today's current liquid asphalt price. Due to liquid asphalt shortages in the construction industry, any increases to be borne by owner at time of completion and will be adjusted accordingly.

SEALCOAT: Sealcoat bid is at today's current liquid asphalt and coal tar price. Due to unstable prices and availability of asphalt and coal tar, Commercial Asphalt Group reserves the right to adjust the prices in this contract to reflect the increase in the price of coal tar and asphalt at the time work is performed.

We require a late charge of 1.5% per month being assessed against any fees and expenses, which have not been paid within thirty (30) days of the date of the invoice. All costs associated with settling any dispute arising out of this agreement of collecting any amounts due and owing after thirty (30) days, including but not limited to attorney's fees, court costs, or associated with obtaining and enforcing lien rights are the customer's responsibility. By signing and returning a copy of this proposal, you agree that in any such collection proceeding or dispute regarding the work or services provided hereunder. All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above this estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner required to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Accepted By _____

Accepted Date _____

Billing Email for Invoice: _____

PROPOSAL

<http://www.bigjoessealcoating.com>

03/29/18

12990

Big Joe's Sealcoating
(630)935-7032

service address

Rodeway Inn
201 Smoketree Ln
North Aurora IL 60542

Total Amount \$14,003.00

Res. (312)532-9921

Description	Quantity	Unit Price	Amount
Sealcoating - Commercial			
Sealcoating (Commercial) <i>All sealer will be applied by hand using soft brushes. We use Brewer Cote® Pavement Sealer which exceeds all composition and performance requirements of ASTM Specification D5727.</i>	101800 Sq. Ft.	0.0850	8,653.00
Asphalt Pothole Patching (OPTIONAL SERVICE) <i>Includes patching two potholes with cold asphalt patch.</i>	2	75.00	150.00
Hot Rubber Crack Repair (OPTIONAL SERVICE) <i>Includes 9,500 Linear Feet of Hot Rubber Crack Repair.</i>	9500 Lin. Feet	0.45	4,275.00
Line Striping <i>Repaint the existing layout using Sherwin-Williams Pro-Park® Waterborne Traffic Marking Paint.</i>	1	925.00	925.00
Commercial Sealcoating Services <i>The following services are included.</i>	1		
Clean Surface & Remove Vegetation from Edges. <i>Includes trimming all overgrowth from edges. We then utilize an industry standard of high pressure blower cleaning and power sweeping.</i>	0	0.00	0.00
Fast Dri Additive (Commercial) <i>We use FSA which is a sealer additive which is a drying additive to help the overall cure time of sealer on parking lots. Adding FSA to our sealer is our standard on parking lots. Most companies do not use additives in their sealer because it can be expensive but they can make a huge difference.</i>	0	0.00	0.00
Baricade Work Area <i>Baricade the work area to prevent unnecessary traffic.</i>	0	0.00	0.00

Big Joe's Sealcoating
6563 Fernwood Dr.,
Lisle, IL 60532



Rodeway Inn
201 Smoketree Ln
North Aurora IL 60542

<http://www.bigjoessealcoating.com>

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted.

You are authorized to do the work as specified.

Payment will be made as outlined above.

Date of Acceptance: _____

Printed Name: _____

Signature: _____

Job # 7767

Customer # 12990

Big Joe's Sealcoating
6563 Fernwood Dr.,
Lisle, IL 60532

TOTAL AMOUNT \$14,003.00

Printed 03/29/18

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon weather, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation

ESTIMATE



Tony Yu
Rodeway INN

(630) 408-3543

Chuys Painting, Inc.

Estimate #

000022

Date

03/26/2018

Phone: (630) 823-1284

Email: chuypainting17@gmail.com

Description

Total

Paint Hotel Building Exterior

\$34,000.00

The following work is to be performed to the exterior of a hotel building located at 201 Smoketree Lane, North Aurora:

- Scrape loose paint
 - Repair cracks
 - Powerwash
 - Prime
 - Apply 2 coats of paint
 - 4 Colors of your choice are included
-

Subtotal

\$34,000.00

Total

\$34,000.00

Notes:

\$8,000 of the price will be due when project begins (for material). The rest can be paid throughout the painting process.

General Conditions:

Price includes labor and paint. Any additional paint color will be \$100 extra per color. Sherwin Williams paint is to be utilized. Work is guaranteed for 1 year from peeling or flaking under general conditions. Work will be continuous until the entire job is completed. Consent of both contractors is mandatory if contract is to be modified.

Protection of Persons:

Chuy's painting Inc., is responsible for initiating, maintaining, and supervising all safety precautions. Chuy's Painting Inc. will provide general liability insurance and auto insurance.

By signing this document, the customer agrees to the services and conditions outlined in this document.

Jose De Jesus Medina

Tony Yu



PROPOSAL

WOW1DAY.COM | 1-888-WOW-1DAY

1 DAY PAINTING

QUOTE ID: 03437695	DATE: Apr 05, 2018	JOB TYPE: <input type="checkbox"/> Interior <input checked="" type="checkbox"/> Exterior
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SERVICE ADDRESS: OBE Shen, Chen Chen Shen 201 Smoketree Lane North Aurora, IL 60542 3125329921 afflat.shen@gmail.com	BILLING: 201 Smoketree Lane North Aurora, IL 60542 3125329921 afflat.shen@gmail.com	ESTIMATOR: Joe Novak 1051 North Kirk Road Batavia, IL 60510 (630) 253-8989 joe.novak@wow1day.com MRN Solutions LLC
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GENERAL DESCRIPTION:
To prepare and paint the exterior, including all labor, materials, paint and equipment. Supply and application of a one coat of primer and one top coat with quality paint products and a two year limited warranty.

PREPARATION EXPECTATIONS:
Unless otherwise indicated on the quote, the work includes all labor, materials, paint and equipment required to complete the project, including:
*Protection of surfaces and objects not being painted with tape, paper, poly and drop sheets, as required.
*Scraping, sanding and filling, as applicable, of any peeling areas to provide a suitable surface for painting.
*Broom clean condition at the end of each day and full clean up at the end of the project, including removal of any garbage, proper disposal of paint and other products, sweeping and vacuuming.
*Leftover paint used, properly labeled, will be left for your future use unless otherwise directed by you.

PROJECT AREA	INCLUDES	EXCLUDES	NOTES	PRICE
Supplies and Materials	See Notes	See Notes	Price includes all paint and materials needed to complete job. Customer to confirm paint colors.	\$11,320.00

PROJECT AREA	INCLUDES	EXCLUDES	NOTES	PRICE
Exterior Painting of Hotel	<ul style="list-style-type: none"> • Doors • Siding 	<ul style="list-style-type: none"> • Soffits • Windows • Gutters • Downspouts • Fascia • Stairs 	<p>Services Include:</p> <p>1). Prep building for paint to include scrape and sand of peeling paint. There will be paint ridges left from previous paint work. Price includes 126 hours of prep for job. This is an estimate only based on those things that I can see. Hours could vary once we get into the work. We will bill for any additional hours incurred for prep work. Likewise, we would reduce our cost if we don't use all 126 hours. Price does not include any concrete or stucco patch. If this is needed, we'll need to charge for that service.</p> <p>2). Apply one coat of primer to entire building using a PPG product called Crete Seal. It will lock current paint that isn't scraped away into place and will add to the longevity of the fresh coat of paint.</p> <p>3). Apply one coat of paint to all concrete or stucco areas of hotel. We would follow the same color scheme, using the same paint colors as already exist.</p> <p>4). Apply one coat of paint to the blue trim at the top of the building and along the bottom of the building. At the top, we would only paint that area visible from ground level. Price does not include painting anything other area on roof.</p> <p>Price does not include painting of any metal or wood doors. Does not include painting any windows. Only includes painting the base structure of the building.</p> <p>See notes under additional comments.</p>	\$39,990.00

PAINT REQUIRED

SURFACE	SUPPLIER	PRODUCT	SHEEN	COLOR

ADDITIONAL COMMENTS:

Please note:

- 1). Price does not include a power wash of the building. The power wash would need to be completed before we start any work. I do have the name of a company that could do the service for you.
- 2). Price does not include the need to trim back any of the landscaping away from the building. For example, the Arborvitae along the back of the building would have to be trimmed back away from the building so that we can move ladders and paint properly. We can do this work but would need to charge for the service.
- 3). My estimate includes 126 hours of prep work. Prep work includes scraping and sanding. This is only an estimate for the amount of hours needed to prepare the building for paint. We would have to adjust hours up or down based on how long it takes to properly prep the building.
- 4). I would be willing to paint a couple sections of the building to track hours needed to complete. I'd paint one section of the rounded inset area and one section of the window area (room windows). I'd prep it, prime it, and paint it. This would then give me a better idea of hours needed to complete job and I'd adjust estimate accordingly. I'd have two guys there for a day. We'd charge \$900 to do this. This would include labor and paint to complete.
- 5). The estimate includes a full priming of the building. Primer is needed in order to ensure that that new top coat has a proper surface to adhere to. Without it, you risk the integrity of the paint. It will not last as long. That said, if you don't want us to prime the building, then you can remove \$12,250 from the estimated pricing.

PRICE
All materials,
product, labor,
warranty.

SUB TOTAL	\$51,310.00	
Total	\$51,310.00	
Taxes	\$	
GRAND TOTAL	\$51,310.00	
	Deposit Received	\$0.00
	Amount Owing	\$51,310.00

To accept proposal and terms of service please sign and date below

Customer Signature
DATE

Estimator Signature
DATE

By clicking 'I Accept', you accept this proposal and agree to the terms of service

I ACCEPT

The above work has been completed in full. ▶ Signature:	DATE
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SW 9159
Auger Shell

231-C4

SW 6169
Sedate Gray

211-C1

SW 6810
Lupine

129-C6