



COMMITTEE OF THE WHOLE MEETING
Monday, May 18, 2020
(Immediately following the Village Board Meeting)

AGENDA

CALL TO ORDER

ROLL CALL

AUDIENCE COMMENTS

TRUSTEE COMMENTS

DISCUSSION

- 113 S. Lincolnway TIF Façade Grant Application (A&W Restaurant)
- 2020-2021 Strategic Plan
- North Aurora Days

EXECUTIVE SESSION

ADJOURN

Initials _____

SB

**VILLAGE OF NORTH AURORA
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
CC: STEVE BOSCO, VILLAGE ADMINISTRATOR
FROM: MIKE TOTH, COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR
SUBJECT: TAX INCREMENT FINANCING FAÇADE GRANT – 113 S. LINCOLNWAY
AGENDA: MAY18, 2020 COMMITTEE OF THE WHOLE MEETING

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 and site enhancements up to \$20,000.

A&W Restaurant, located at 113 S. Lincolnway, is requesting \$4,850 (total project cost \$9,700) in NATIFGP funding for parking lot improvements. The scope of work would include the removal and replacement of eight parking lot sections totaling 2,130 square feet in area. The property owner originally planned additional improvements, but has since decided to scale back on the project for financial reasons. Staff notes that the same property owner received NATIFGP funds in 2013 for parking lot improvements.

Staff has reviewed the submittal information for eligibility, and the above requested project meets the established criteria for the NATIFGP. The minimum of two bids were provided and are included with the application packet.

Staff is soliciting feedback from the Village Board on this item. If the Board is supportive, a resolution for approval would be brought back for final consideration at a future date.



RECEIVED
MAR 10 2020
VILLAGE OF
NORTH AURORA

TAX INCREMENT FINANCING DISTRICT FAÇADE GRANT PROGRAM
[Application Form]

Loan Amount Requested: \$ ~~7,100~~ ^{4,850} Total Project Cost: \$ ~~14,800~~ ^{9,700}

1. Applicant Information

Name: MIKE COVELLI JR.

Home Address: 821 N. DEERPATH RD.

Phone: 630 558 8236 Email: MNUIKES80@AOL.COM

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

If tenant, name & phone of owner: _____

2. Property Information

Address: 113 S. LINCOLNWAY

Business Name (if applicable): ADW RESTAURANT

Property Identification Number #: _____

3. Proposed use of funds:

- Canopy/awning
- Signage
- Windows/doors
- Exterior lighting
- Painting/tuck pointing
- Restoration of architectural feature
- Landscaping
- Exterior ADA accessibility
- Demolition
- Parking lot improvements
- Other (please specify) _____

4. Breakdown of Project: (SEE BIDS)

| Estimated Amount | Description of Work |
|-------------------|----------------------------|
| A. \$ <u>9480</u> | <u>SAWCUT NEW BLACKTOP</u> |
| B. \$ <u>1890</u> | <u>CRACK FILLING</u> |
| C. \$ <u>455</u> | <u>NEW STRIPING</u> |
| D. \$ <u>3035</u> | <u>SEALCOATING</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: Mike Culli Jr Date: 3-10-2020

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

I certify that I, the owner of the property at _____, 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: _____ Date: _____

Return completed application form to:

**Michael Toth
Community and Economic Development Director
Village of North Aurora
25 East State Street
North Aurora, IL 60542**

Date application received: 3/10/20 Zoning: B-3

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: \$ _____

113 S. Lincolnway - Parking Lot Condition





P. O. Box 4224
 St. Charles, IL 60174
 www.damicopaving.com



Phone: 630-263-PAY (721)
 Fax: 630-513-10
 office@damicopaving.com

| | | | |
|--|-------------|---|------|
| Customer: <u>At W Restaurant / make</u> | | Date: <u>5/3/20</u> | |
| Address: <u>113 S. Lincoln Hwy</u> | | Town: <u>North Ann</u> | Zip: |
| Home Phone: <u>538-8236</u> | Cell Phone: | Fax: | |
| E-Mail Address: <u>mnrakes80@aol.com</u> | | | |
| Excavate and haul away: <input checked="" type="checkbox"/> Asphalt <input type="checkbox"/> Concrete <input type="checkbox"/> Dirt and grass <input type="checkbox"/> Other | | | |
| Prepare stone base and compact with vibratory roller: | | | |
| <input type="checkbox"/> Install new stone base | | <input checked="" type="checkbox"/> Add stone as needed for proper base | |
| <u>for 6-8" base</u> | | | |
| Install asphalt and compact with vibratory roller: | | | |
| <input checked="" type="checkbox"/> Surface asphalt <u>2" surface</u> | | <input checked="" type="checkbox"/> Binder asphalt <u>2" Binder</u> | |
| <i>During installation, we will need access to your water spigot. A minimal amount of water will be required.</i> | | | |
| <input checked="" type="checkbox"/> Hand tamp all exposed edges at 45° angle | | <input type="checkbox"/> Sawcut butt joints to keep new asphalt level | |
| <input type="checkbox"/> Prime asphalt with primer glue before paving | | <input type="checkbox"/> Sawcut street to keep driveway entry level | |
| <input checked="" type="checkbox"/> Customer is responsible for securing permit. | | | |
| Miscellaneous: <u>patch various areas totaling 2130 sq ft (8 areas)</u> | | | |

**DAMICO PAVING QUOTES JOBS IN PLAIN ENGLISH,
 NOT CONFUSING TECHNICAL TERMS.
 THERE ARE DIFFERENT GRADES OF EVERY MATERIAL,
 DAMICO PAVING ONLY USES THE BEST.**

Job total due upon completion of work
patching - 9700

- We want your business and your referrals!
 This is what we do to get them:*
- 1) Perform all work according to municipal codes or better
 - 2) Only use the best and highest quality materials
 - 3) Apply them in the most professional manner
 - 4) Arrive at the job when scheduled
 - 5) Take pride in and guarantee all of our work
 - 6) Return all telephone calls promptly

Accepted By:

Damico Paving Representative:

Brad

Questions? Call me direct at: **630-439-5400**

For detailed information on paving & seal coating go to www.damicopaving.com

ILLINI SUBURBAN
ASPHALT MAINTENANCE INC.

Ph: 630-420-3300
Fax: 630-466-5221
markhoef@hotmail.com
www.illinipaving.com

754 Wild Ginger Road • Sugar Grove, IL 60554

March 6, 2020

Submitted to:

National A & W Franchisees Association
Mr. Mike Covelli
PO Box 192
North Aurora, IL
630-844-9393 phone
630-558-8236 mobile
mnvikes80@aol.com

Job Site:

113 S. Lincolnway, North Aurora, IL

We hereby submit specifications/proposals for the following work:

Scope-

| | |
|--|------------------------|
| Sealcoating (per site map attached; 31,100 sf): | \$ 3,035.00 |
| Hot Rubberized Crack Sealing (up to 3,300 l.f.): | \$ 1,890.00 |
| Restripe parking lot per existing configuration: | \$ 455.00 |
| Sawcut, Remove & Replace at 4" depth: | \$ 9,480.00 |
| • (8) openings- 2,130 sf | |

Proposal Total: ~~\$14,860.00~~

\$ 9,935.00

Proposal includes (2) mobilizations to complete work.

SEALCOATING

Prior to sealcoating, the entire area will be swept and cleaned of all dirt and debris with hand brooms and blowers or a sweeper truck as the particular project warrants. Oil spots that require priming will be cleaned and primed as necessary with a latex primer. Please note that areas of asphalt with severe oil saturation will not accept the coating even if primed and replacement of the asphalt may be necessary. All concrete edging will be done with fine bristle brooms to prevent splashing of the sealer onto concrete and adjoining structures. Finally, the coal tar emulsion sealer will be applied (hand brushed) at a rate of 2 gallons per 100 square feet or as indicated on the proposal.

The sealer will meet all requirement of federal specification RP-355e and will be fortified with 3 pounds of Black Beauty aggregate per gallon of sealer for added skid resistance and durability. FSA latex rubber additive will be added to the mixture at a rate of 4 gallons per 100 gallons of sealer to provide added flexibility and durability to the finished coating.

Please note the sealer is not a suitable crackfilling material. The sealer will fill very minute cracks and voids; but when applied to a crack or void greater than its acceptable thickness, it will either not cure or will shrink and crack in a relatively short period of time. The only proper crackfilling material is a rubberized material specifically designed for sealing cracks.

PAVEMENT MARKINGS (STRIPING)

Memorandum



To: Dale Berman, Village President & Board of Trustees
Cc: Steven Bosco, Village Administrator
From: Natalie Stevens, Executive Assistant
Date: April 22, 2020
Re: Strategic Plan Changes and Additions

In January, Village Trustees and Staff met to discuss the Village's current Strategic Plan and any revisions or additions they wished to see.

Following feedback, staff has made the suggested revisions and additions and were also able to remove several sections for areas that had been either completed or moved. All of these items occurred within action plans and objectives; no goals were added or removed. A working copy of the Strategic Plan that shows the **additions** highlighted in green and relocated items in purple is attached for review.

Changes that were removed because they were fully completed and are not on this new copy but for reference include:

- Objective: Complete implementation of new gateway entry signage for Village
- Objective: Develop an implementation plan for GIS use in the Village
- Action Plan: Items of 'Build a new community sign' and 'draft a new Emergency Operations Plan'

Please see the attached working copy of the 2020-2021 Strategic Plan for review and discussion.

VILLAGE OF NORTH AURORA STRATEGIC PLAN 2020-2021

GOAL: COMMUNITY VITALITY

OBJECTIVE: Promote more local / community identity in School District including establishing intergovernmental dialogue with School District

Action Plan

- Continue to provide public safety programs to local schools
- Communicate with local schools on mutual concerns

OBJECTIVE: Explore collaborative Intergovernmental approach to wetland development

Action Plan

- Explore opportunities to utilize wetlands for trails and recreation with Kane County

OBJECTIVE: Continue the Village's branding and identity program; expand use of new logo and branding elements

Action Plan

- Continue incorporating the Village's new logo and tagline where appropriate
- Continue to promote the community through the establishment of a focal point near the Fox River
- Evaluate opportunities to enhance customer service capabilities

OBJECTIVE: Evaluate alternate uses and partnerships for the silo on the Fox River

Action Plan

- Restore and illuminate silo
- Coordinate grant opportunities with North Aurora River District Alliance (NOARDA), Fox Valley Park District and/or other appropriate entities

OBJECTIVE: Develop amenities along the riverfront and enhancements to North Aurora Riverfront Park

Action Plan

- Pursue riverfront events and activities
- Implement amenities from Riverfront Park concept plan
- Explore opportunities to expand Riverfront Park

OBJECTIVE: Remove Fox River Dam

Action Plan

- Work with Fox Valley Park District to review engineering results of dam removal from the Illinois Department of Natural Resources
- Work with Illinois Department of Natural Resources and Fox Valley Park District for funding, project planning and construction

OBJECTIVE: Explore opportunities to create and increase community events and activities

- Work with the North Aurora River District Alliance to explore opportunities for further activities along the Fox River
- Evaluate opportunities to host more Village events

GOAL: ECONOMIC DEVELOPMENT

OBJECTIVE: Explore options for the use of vacant Village properties

Action Plan

- Explore opportunities for public and private uses

OBJECTIVE: Facilitate economic and business development activities

Action Plan

- Explore options to attract restaurants, hotels, medical groups, convention centers, and destination attractions
- On an individual basis, review and comment on request for incentives
- Advertise and market the Village through different venues

OBJECTIVE: Review the current status of the Village's three Tax Increment Financing (T.I.F.) Districts

Action Plan

- Evaluate and maximize the current Tax Increment Financing (T.I.F.) Districts

GOAL: MAINTAIN AND STRENGTHEN THE VILLAGE'S STRONG FINANCIAL POSITION

OBJECTIVE: Continue long term financial planning to meet evolving capital and operating needs for infrastructure and monitor threatened shared revenues

Action Plan

- Continue to monitor, develop or revise long and short term financial policies, as necessary
- Continue to monitor all state laws / legislation relative to municipal revenue streams
- Continue to seek grants when opportunities arise
- Work to maintain Village's strong credit rating and position

GOAL: EFFICIENT AND EFFECTIVE DELIVERY OF CORE SERVICES

OBJECTIVE: Enhance resident communication options and methods to improve information distribution channels internally and externally for village services and activities

Action Plan

- Evaluate current and future use of social media tools
- Update Village's social media policy

OBJECTIVE: Enhance and develop governmental understanding and awareness

Action Plan

- Continue to update and expand the Village's Transparency Page

OBJECTIVE: Continue to write / refine our Village wide Disaster Preparedness Plan

Action Plan

- Work with Illinois Emergency Management Agency (IEMA) and Kane County Emergency Management

OBJECTIVE: Explore equipment acquisition opportunities from federal/state surplus sales

Action Plan

- Continue monitoring state, federal and joint purchasing contracts / opportunities

OBJECTIVE: Facilitate community outreach in Police Department, enhance crime prevention programs and interactions, and explore expanded use of technology and methods

Action Plan

- Continue working with the Community Emergency Response Team
- Continue interaction with the public through police PACT program

OBJECTIVE: Continue evaluation of shared equipment and resource uses with other units of local government

Action Plan

- Maintain open communication with other government entities through cooperative efforts for resources

OBJECTIVE: Undertake biennial strategic planning goal update meetings

Action Plan

- Review biennial Strategic Plan progress with Village Board
- Provide strategic plan updates to the Village Board

OBJECTIVE: Evaluate departmental staffing levels to address changing demands and programs as part of the annual budget process

Action Plan

- Evaluate departmental operations to determine any need to reallocate resources to provide efficient services
- Evaluate organizational opportunities for succession planning and future staffing needs

GOAL: CONTINUE MAINTENANCE AND CAPITAL RESOURCE PLANNING FOR VILLAGE INFRASTRUCTURE

OBJECTIVE: Take advantage of state and federal funding programs to improve the Village's transportation corridors

Action Plan

- Determine the potential eligibility of any upcoming projects for funding programs such as the Illinois Transportation Enhancement Program, Federal Surface Transportation Program, and Community Development Block Grant Program
- Determine the potential eligibility of any street light installation projects for IL Department of Commerce and Economic Opportunity (DCEO) grant funding

OBJECTIVE: Stabilize existing water supply and storage

Action Plan

- Evaluate options for alternative and/or additional water sources
- Complete well #8 for Village water supply enhancement
- Complete well #9 for Village water supply enhancement
- Build water storage tower
- Evaluate east and west water treatment plants for future upgrades

OBJECTIVE: Further evaluate the inclusion and design of non-motorized transportation lanes in the Village

Action Plan

- Evaluate the potential for non-motorized transportation lanes in future projects

OBJECTIVE: Conduct a Public Works Facility Space Needs Assessment

Action Plan

- Complete a space needs assessment for the Public Works Department Facilities

OBJECTIVE: Continue long term evaluation of annual infrastructure maintenance programs

Action Plan

- Evaluate opportunities to strengthen efforts to maintain stormwater detention basins
- Create and/or update policies for Public Works operations
- Create a public education program to enhance water conservation efforts
- Evaluate current water conservation methods utilized in the Fox Valley region
- Continue to finalize accurate inventory for private lead water service lines
- Continue to finalize the methods of road maintenance and selection

GOAL: REDEVELOPMENT AND ENHANCEMENT OF THE ROUTE 31 CORRIDOR

OBJECTIVE: Explore redevelopment options to create a focal point of the Route 31 Corridor between John and Oak Street and between Route 31 and the Fox River

Action Plan

- Discuss the possible relocation of the North Aurora Fire District Station #1
- Explore opportunities for public/private partnerships to facilitate redevelopment
- Explore opportunities to acquire properties

OBJECTIVE: Relocate the Route 31 Gazebo and create a pedestrian friendly recreation area at the Police Department

Action Plan

- Evaluate grant funding opportunities for the project

OBJECTIVE: Monitor progress, visible indicators and accomplishments of redevelopment on Route 31, including streetscape improvements and/or private redevelopment

Action Plan

- Continue to promote TIF Façade program
- Work with business owners to gain compliance with Village codes
- Evaluate options to bury power lines on Route 31
- Evaluate options to implement a road diet for the Route 31 corridor
- Evaluate options to install sidewalks

Memorandum



To: Village President and Board of Trustees
CC: Steve Bosco, Village Administrator
From: David Hansen, Administrative/GIS Analyst
Date: 5-13-2020
Re: Update on 2020 North Aurora Days

Overview

At the May 4, 2020 Village Board meeting, the Village Board discussed the impact of the ongoing pandemic on North Aurora Days 2020 and possibly postponing or cancelling the festival. Upon discussion, the Village Board decided to wait to make an official decision until the next Village Board meeting in May or the meeting on June 1st.

Illinois Governor Restore Illinois Plan

However on May 5th, the next day, the Governor of Illinois released a five phase Restore Illinois plan on how to safely reopen up the State. This plan breaks the State into four regions. North Aurora and all of Kane County are located in the Northeast region, the same region as the City of Chicago along with the entire Chicagoland area. The plan also mentions that festivals and gatherings over 50 people aren't allowed until a region reaches phase five. Phase 5 does not permit large events until an effective vaccine or treatment are available or for the elimination of new cases due to herd immunity. Given those guidelines, there is a very high likelihood that the Northeast region will not be in phase 5 by the beginning of August and may not reach the phase until later in the year, at the very earliest..

Staff Meeting and Concerns

Staff met on May 8th to discuss the possibility of holding the festival and the concerns associated with it. Some concerns staff discussed included the safety of the public, volunteers and staff, not feeling safe to attend the event, designing a layout that would abide by social distancing guidelines and enforcing such guidelines.

North Aurora Days Committee

On May 11, the North Aurora Days Committee met and discussed options to consider regarding North Aurora Days 2020. Staff shared that the owners of Clock Tower Plaza were okay with postponing the festival to a later date. Staff also reached out to the Illinois Liquor Commission regarding whether they plan to issue special events liquor licenses for the festivals. The Liquor Commission said that it would most likely not grant the licenses if it didn't abide the Governors orders. The North Aurora Days Chairman also

reached out to Mooseheart, who said they were uncomfortable holding touch-a-truck or the run even if the region reached phase 5 and the Governor order was lifted.

Some concerns that the North Aurora Days Committee had were:

- **Public Safety** – residents, volunteers, participants, and staff would need to follow social distancing guidelines and probably wear face coverings. Given the small and congested site area for the festival, this would make it very difficult to follow and monitor. Social distancing for port-o-lets (along with germs) and for beer tent customers (exchange of cash) would be first of many sanitary and safety concerns given the virus can be transmitted by droplets on a multitude of different surfaces.
- **Public Turnout** – many residents may not be comfortable to attend the festival even if all public guidelines were followed. Unless a vaccine or treatment is developed there would still be many intangibles that the Village could not ensure the safety to the general public, participants, volunteers, and staff.
- **Volunteers** – due to the pandemic, volunteers would most likely not be as willing to offer their free time at the expense of their personal health. Exchanging cash and staying six feet apart from each other in the beer tent and from customers they interact with would be challenging.
- **Sponsorships and Funding** – as of this Board meeting no sponsorships have been received by the Village. If the Village were to have North Aurora Days as currently planned it would most likely have to pay for entire festival at a cost to the Village of an estimated \$50,000.
- **Contracts** – currently the Village has cancelled one band contract and would need to cancel majority of the remaining contracts by first week of June to avoid any cancellation fees. At this point, the Village is projecting that less than \$10,000 would be been spent on contracts and festival preparations if the Board were to cancel North Aurora Days by June 1st. This amount is anticipated to be even lower if staff can move some of the currently signed contracts to next year.
- **Staff and Police Officer Risks** – Village staff plays a vital role in both preparation, on site during the festival, and cleanup. Examples during the festival would include ticket booth exchanges, officers monitoring the crowd, Public Works maintenance operations and managing volunteers. If a police officer, public works employee, or Village Hall staff member got the virus and spread it to other staff members, it could drastically impact and affect daily operations of the Village.
- **Restore Illinois Plan** - the Committee was concerned that North Aurora Days would be going against the Restore Illinois Plan if Phase 5 has not been initialized by August.

After laying out concerns and thoughts, North Aurora Committee members initially discussed possibly postponing the festival or have a later event in its place. However, after further discussion the committee stated that holding the festival or future event would put the safety of residents, participants, volunteers, and Village staff at risk regardless the time of the year until more is learned about the virus and a vaccine,

treatment or herd immunity is met. It would also have plethora of other concerns including social distancing layouts, face covering requirements, funding of the festival due to the risk of it getting cancelled and the potential health risk of the event producing a hotspot for virus infections for the public and for staff.

Village Board Direction

At this point in time, given the circumstances and guidelines from the Governor of Illinois, the North Aurora Days Committee unanimously suggests the Village Board cancel the 2020 North Aurora Days. The committee plans to rebook the bands and other vendors for North Aurora Days 2021 and to recoup any cost savings it can if the festival is cancelled. Staff is looking for direction from the Village Board on whether the North Aurora Days scheduled for August 7, 8 and 9, 2020 should be cancelled this year.