

Meeting Held Electronically



COMMITTEE OF THE WHOLE MEETING
MONDAY, FEBRUARY 21, 2022
(Immediately following the Village Board Meeting)

AGENDA

CALL TO ORDER

ROLL CALL

AUDIENCE COMMENTS

TRUSTEE COMMENTS

DISCUSSION

1. Ma Maw's Kitchen & Concessions Supplemental Video Gaming License
2. Recreational Vehicles
3. Authorization to Expend Water Funds to Replace Lead Water Service Lines
4. Curbside Leaf Collection Overview

EXECUTIVE SESSION

1. Land Acquisition

ADJOURN

Initials: SB



Memorandum

To: Village President and Village Board of Trustees
Cc: Steve Bosco, Village Administrator
From: Natalie Stevens, Executive Assistant
Date: January 31, 2022
Re: Ma Maw's Kitchen & Concessions Application for Supplemental Video Gaming Liquor License

Ma Maw's Kitchen and Concessions, 227 South Lincolnway, is seeking approval from the Village Board for a Supplemental Video Gaming Liquor License for their business. Ma Maw's Kitchen currently has a Class B Liquor License with the Village, which allows for application of a supplemental video gaming license.

As part of the supplemental video gaming review process, the business is required to submit an overview of their business as it relates to video gaming as well as provide a floor plan and dimensions to the Village Board at a Committee of the Whole meeting for review and discussion. If the Village Board is in favor of moving forward with granting the supplemental license it can be brought to a future meeting for approval.

Following a recent change in the Village's Liquor Code, a business must be able to show at minimum 750 square feet of space dedicated to dining / video gaming area of their establishment to qualify for video gaming. In looking at the provided floor plans, staff has confirmed that Ma Maw's Kitchen has over 900 square feet of space dedicated to dining / video gaming and as thus meets the square footage requirements.

Ma Maw's Kitchen was previously approved per Zoning Code changes in regards to food trucks on the Route 31 corridor to utilize their food truck in food preparation; however, per the changes to the Village Liquor Code it was determined in the event video gaming was sought the entirety of the kitchen setup must be located within the confines of the building structure. Ma Maw's Kitchen is looking to keep the food truck on site next to the building to use as dry goods and supplies storage, but not as any

type of kitchen or cooking operation for the business located on Lincolnway. Ma Maw's Kitchen has outlined their plans for the food truck and its location in their attached business plan for further information.

Please see the attached application for the supplemental video gaming license along with the business overview and floor plan for review and discussion.



AFFIDAVIT FOR ANNUAL NORTH AURORA LIQUOR LICENSE RENEWAL
March 1, 2022 through February 28, 2023

Date: 2/7/2022 Customer No. _____

Business Name: Mama's Kitchen & Concessions LLC

Applicant/Manager Name: Margaret Cole

Address: 2275. Lincolnway North Aurora IL 60542

Please review the North Aurora Code of Ordinances Section 5.08.340 - Classifications of licenses - Fees for a complete description of each classification and what each classification allows.

- ☐ **Class A** - Large Restaurant License - Building square footage of 2,000 or more **Annual Fee - \$2,400**
- ☒ **Class B** - Small Restaurant License - Building square footage of 1,999 or less **Annual Fee - \$2,200**
- ☐ **Class C** - Limited Restaurant License - Beer and Wine only **Annual Fee - \$1,900**
- ☐ **Class D** - Liquor Store License **Annual Fee - \$2,400**
- ☐ **Class E** - Large Area Package License - 3,000 square feet or greater **Annual Fee - \$2,400**
- ☐ **Class F** - Small Area Package License - no greater than 3,000 square feet **Annual Fee - \$1,900**
- ☐ **Class G** - Gas Station License - beer and wine only **Annual Fee - \$1,900**
- ☐ **Class H** - Golf Course License **Annual Fee - \$1,900**
- ☐ **Class J** - Brewery Licenses
 - ☐ J-1 Brewpub **Annual Fee - \$3,000**
 - ☐ J-2 Craft Brewery **Annual Fee - \$3,000**
 - ☐ J-3 Microbrewery **Annual Fee - \$1,500**
- ☐ **Class T** - Tavern License **Annual Fee - \$2,200**
- ☐ **Class L** - Limited Retail License
 - ☐ Class L-1 - Salon License **Annual Fee - \$250** ☐ Class L-2 - Art Exhibit License **Annual Fee - \$500**
 - ☐ Class Art L-3 - Arts Event License **Annual Fee - \$500**
- ☐ **Class M** - Motel/Hotel License ☐ **Annual Fee - \$2,000**
- ☐ **Class N** - Catering License ☐ **Annual Fee - \$200**
- ☒ **Class S** - Supplemental - ☐ Class S-E - Entertainment (a.) **Annual Fee - \$50** (b.) **Annual Fee - \$300**
 - ☐ Class S-O - Outdoor **Annual Fee - \$50**
 - ☒ Class S-V - Video Gaming* **Annual Fee - \$500** (includes machine registration)

*** The S-V supplemental license requires the following additional documents submitted along with the liquor license affidavit form:**

1. Annual Electronic Amusement Device License Application (previously submitted by May 31)
2. Copy of Illinois State Gaming Board License
3. Copy of Machine Registrations

The Electronic Amusement Device License Applications are **no longer being mailed** to video gaming terminal groups. You will be responsible for obtaining the necessary paperwork and/or payment from them for this license.

If you have **NOT** had video gaming in the past but are interested in obtaining a S-V license, further steps are needed. Please contact Village Hall for further information.

THE UNDERSIGNED APPLICANT, BEING DULY SWORN ON OATH, STATES AS FOLLOWS:

That the applicant is personally familiar with the facts set forth in the Liquor License application originally issued by the Village of North Aurora for a Liquor License and that there are no changes in any of the data set forth in said License Application, for currently licensed premises.

Applicant further affirms: If the Licensee is a corporation that the corporation is in good standing. (Attach current Certificate of Good Standing from Illinois Secretary of State). That there have been no changes in partnerships, officers, directors, persons holding directly or beneficially more than five percent of the stock or ownership interest, or managers of the establishment that have not been reported to the Village Liquor Commissioner. That no events have occurred since the initial issuance of the license or since its last renewal that would make any personnel of the establishment ineligible to hold the license. All required background investigation and fingerprinting has been completed for all new management.

All applicant's employees who sell or serve alcoholic beverages at retail, or screen patrons and allow their entry onto the premises, have completed the BASSETT, TAMS or TIPS alcohol training program approved by the Village and delivered a certificate of completion for each employee to the Village of North Aurora.

IN ORDER TO RECEIVE YOUR LIQUOR LICENSE RENEWAL, THE FOLLOWING ITEMS MUST BE SUBMITTED WITH THIS SIGNED AFFIDAVIT OF RENEWAL FORM:

- **APPLICABLE FEE(S)**
- **CURRENT CERTIFICATE OF INSURANCE**
- **CURRENT CERTIFICATE OF GOOD STANDING FROM ILLINOIS SECRETARY OF STATE**
- **PROOF OF ALCOHOL SALES AND SERVICE TRAINING (Current Bassett Training Certificates for ALL Employees Selling and/or Serving Alcohol in your Establishment)**

Liquor License Fee: \$ _____

Additional Supplemental License Fee: **Class(es)** _____ **Fee:** \$ _____

Email: MARYANWIKITCHEN1@gmail.com

Printed Name: MEIGHAN J. COLE Business Phone: 630 998 3149

Signature: [Signature] Cell Phone: 630 998 3149

Subscribed and sworn to before me
This 11th day of Feb, 2022

[Signature]
(Notary Public)



Office Use Only: **Class** _____ **Fee Paid \$** _____ **Date Paid** _____ **Supplemental License** _____

Bassett Training Certificates (all employees) _____ **Certificate of Insurance** _____ **Certificate of Good Standing with State of Illinois** _____



**Ma Maw's Kitchen & Concessions
North Aurora IL.**

We Got The SAUCE!

Best Sauce in North Aurora

BUSINESS PLAN

Executive Summary

Ma Maw's Kitchen a new business for our local North Aurora IL community. **Ma Maw's Kitchen Chicken, Fish & BBQ. Ma Maw's Kitchen** presents to North Aurora IL!

We are positioning our creative approach and our company image along with our detailed presentation to the growing North Aurora area.

Ma Maw's Chicken, Fish & BBQ of North Aurora IL a family owned fast food up and coming chain will be a fast food premier lunch and dinner Fried Chicken, Fish & BBQ location for North Aurora residents. Ma Maw's will provide a combination of excellent food at value pricing, with fun packaging and atmosphere to the increasing demand for the growing North Aurora.

Ma Maw's will be a family legacy serving sauced chicken, fish & BBQ for people throughout the Aurora & Chicagoland area. Our plan covers the core concepts that are involved in the development and implementation of our new North Aurora IL food chain.

Ma Maw's will be taking the initiative and pulling it towards something unique and different.

The Market

Ma Maw's of North Aurora will be an added venture to the growing North Aurora neighborhood targeting locals and tourists who are active restaurant seekers, looking for good delicious food. There will be a special focus on young adults with \$15K-\$60K of income looking for good food and a quick meal. In addition to the young adults with money to spend, Ma Maw's will also be targeting adults and tourists known to frequently shop up and down route 31.

Historically, if there is a dip in the general economy, the restaurant industry is usually affected far less than the overall economy. To some degree this is because of people's perception that food, regardless whether it is from the grocery store or a restaurant is a fundamental necessity of life and consumer's will spend accordingly.

Ma Maw's Kitchen Over view and Plan for Supplement Gaming Add

Ma Maw's Kitchen is bringing a soulful flare to our fully serviced restaurant to the North Aurora IL community. Our menu will consist of our fried saucy chicken, fried catfish & our smoked BBQ. As we know challenges come with the restaurant industry, but with the injection of adding gaming to our location at 227 S Lincolnway North Aurora Il we are sure that it will help us grow our business, our brand and add additional beatification and revitalization to the growing area and corner of route 31/25 entrance. Our customers have advised us since we opened our food truck that they are seeking something fun to do with family and friends at this corner (many stating they wish we would just open our dining room). Having our supplemental gaming license will help us get there; adding google listings/ads, additional marketing of our menu, SEO optimizations, digital marketing and more. Gaming will help us turn a profit by holding down costs. In the near future we plan to add waiters to our business that will deliver to tables gaming will help us implement this model to enhance our customer experience. Currently we are seeking to add 5 to 6 machines, fully electrical wired in a designated area, surrounded by a smoked out cubicle just for gamers with a soulful feeling, quiet and a gamers feel. Adding gaming will draw a safer crowd vs one of the party life nightlife this too will help MaMaw's eliminate rift raft. In our establishment gaming is separated with a section rope to keep the area safe for 21 and up. MaMaws added addition of gaming will help us draw a larger lunch crowd, dinner crowd and a spin of entertainment such as family night or karaoke night. Our demographics are very diverse, but with gaming that will expand our reach to our surrounding areas.

Running a business always has its ups and downs, but the increase to our bottom line, would be adding the supplemental revenue to offset some of our cost. Ma Maw's cannot afford to fail as we have spent out so much time and preparation for our location to get open. In understanding this model we understand that adding gaming will make our location experience for the end user who is our customers and the surrounding community GRAND.

Once our restaurant starts using video slot machines, we can immediately begin generating **IGR** to grow our business. Instead of Ma Maw's simply pocketing the added revenue we plan to use it as added funds to improve our business appearance, location and our overall customer's experience. By doing all the and above expanding our food menu, improving our digital marketing plan, obtaining our Illinois gaming license can give us great returns to grow and sustain our business.

Our Food Truck Use

In addition to Ma Maw's adding/ building a full service built out NSF Kitchen, our kitchen space is fairly small, but can fit necessary equipment as drawn out on plan. We will use 1 table top cooker, 2 in floor fryers, sink for dishwashing and commercial 3 compartment sink, exhaust vent hood, refrigerator cooler and a smoker outside on back or side of building location like we had in summer 2021. There would be absolutely no cooking on food trailer unless approved by city in

advance once restaurant build out is complete and approved. We are removing our food truck from front of our building on RT 31. Our food truck would be parked in back of building where we have an open slab of pavement. However we are in need of our food truck for additional storage vs building a shed on side of building that could attract huge pest issues. Our food truck would store our dry goods such as plates, forks, spoons, napkins, some of our dishes. If you take a look at Grandma Rosie in Plano or Chupacabra Puerto Rican restaurant in Aurora they have their trailers parked on side or back of building while running their restaurant full time and full service. There are many restaurants in Aurora with the same concept and or using their food trailer as a major attraction for branding and to bring more customer's to their site. In addition to not being able to afford an additional parking space for an estimated \$1000 a month to park it offsite we honestly need ours for storage vs having crowded storage inside our small size kitchen. Our BBQ smoker will be on side away from building.

The Service and Products

One thing that will always be consistent with Ma Maw's is our impeccable customer service. All server staff hired will have extensive experience and will all go through all required training's, ensuring benchmarked customer service.

Ma Maw's services are all delivered in their extraordinary atmosphere which includes comprehensive art and family photos. This provides an authentic surrounding and displays the Ma Maw's family legacy.

The menu is cooked from the heart with Soul. It is a culmination of over 30 years of family recipes and our famous mild sauce that has made our communities love who we are and what we do! The menu contains traditional favorites such as sauced fried chicken, bbq turkey tips, bbq rib tips, bourbon baked beans & coleslaw. Sometimes introducing soul sides i.e. greens, cabbage & shrimp and grits & more!

These favorites are differentiated through the use of the freshest organic produce and ingredients. Most people are not aware of how much better the items taste when they are prepared with the

freshest ingredients and made with love. Our menu cat fish, fried chicken and BBQ, soul sides and desserts. Everything is fresh, homemade, and prepared daily.

Management Team Background

- Ma Maw's will be led by (late) Rachel Moore Rickette; Rachel has over 15 years of restaurant experience and 11 years of experience working within the Uncle Remus Chicken Restaurant establishment. With a varied culinary background her career began at the age of 16 working for Churches Chicken as a cashier in Chicago IL, by the time she was 19 she made her way to Mc Donald's Corporation and became head cashier/shift manager. Throughout the years after leaving Mickey D's Rachel selected an alternate career path, but somewhere in between she was led back to Chicken. In 1994 Rachel met Gus Rickette Jr. Rachel then joined forces and became one of the owners of Uncle Remus BBQ & more, later on marrying into the family they continued to open 2 more stores in the Chicagoland area. Rachel decided then to leave the Corporate World to take flight on her new path of restaurant ownership! Their stores were located on Chicago Ave & Cicero, 47th MLK Drive and Madison & Keeler. This is where Rachel developed a passion to serve her community and giving back via feeding the homeless. She acquired 7 years of experience in managing Uncle Remus.
- Christopher Martin brings over 8 years of restaurant experience he spent most of his younger years working at Rib Inn and Allison BBQ both based in Chicago IL. Christopher learned how to cook, prep and worked cash register for both

establishments. Christopher also has several years of management experience, currently a manager at CDT Transportation LLC based in Chicago IL for over 15years.

- Anthony Bailey brings over 15 years of merchandising and warehouse experience working with vendors such as Menards, Cisco, Kraft and M &M. In Tulsa Oklahoma he attended Tulsa Community College and studied business management. During his time in college he catered events for several colleges in the surrounding area. Certified as a food handler Anthony has always dreamed of opening his own family restaurant establishment. Anthony is passionate about helping people and serving his community.
- With our quality management team lead & full time cook Meighan Cole she brings several years of combined experience. Meighan Cole attended Waubensee Community College for child care and business management, but later obtained her degree in General Studies. Meighan Cole owns and operates and owns a Non-Emergency Transportation company in Illinois. Serving her community since 2012 with rides for low to moderate income recipients, providing residents rides to and from medical facilities and critical appointments. Meighan is no stranger to the restaurant business, as she worked at Popeye's at the age of 16 in Broadview IL later moving with her sister Rachel where she began working at Uncle Remus on Madison & Keeler in Chicago IL in her teenage years. Meighan Cole has been a constant voice in the North Aurora area in regards to getting Ma Maw's Kitchen up and running. Meighan (Ma Maw's Kitchen) has helped the city implement new ordinances that would have not otherwise been looked at. Such as having food trucks now are allowed up and down route 31 in North Aurora & altering the rules for the seating structure based around gaming. This is a step forward in helping the city grow and drive in consistent revenue for the city and its shareholders.

Objectives/Goals:

Our objectives are summarized below:

- Our main focus will be serving high-quality food at a great value.
- To be a strong leader in the North Aurora IL restaurant community
- MaMaw's goal is to bring Revitalization to an otherwise vacant location.
- Add to the current mix of businesses that brings tax income revenue
- To be the suburbs favorite Chicken, Fish & BBQ customer's choice
- Become a leader for Urban restaurants in the North Aurora area and loyalty to ensure and build our brand and repeat customer base
- Balance our business goals with our financial objectives
- Gain recognition in North Aurora for our famous Mild Sauce generating restaurant traffic.
- To establish presence as a successful local fast food outlet and gain market share in the North Aurora IL food industry.

Mission Statement

Ma Maw's Kitchen Our vision is to continue to be a leader in the fast-food quick service industry. By putting an emphasis on employee development and providing our community with healthy and tasty food choices while maximizing profits for their shareholders.

Keys to Success

To succeed in this business **Ma Maw's Chicken, Fish & BBQ** will:

- Create a unique, innovative, entertaining menu that will differentiate us from the rest of the competition in nearby surrounding areas.
- Make sure recipes and sauce is consistent with taste and flavor across board

- Control costs at all times, in all areas and implement a conservative approach to growth policy.
- Sell the products that are of the highest quality, as well as keeping the customers happy with all of our product categories from food to store merchandising.
- Provide 100% satisfaction to our customers and maintaining the level of excellent services among other competitors.
- Promote good values of company culture and business philosophy.

Company History Our back Story

Rachel Moore from Chicago IL, Andrea Cole came from Joliet IL learned cooking at a very young age from Grandma Precious to Aunt Lorna and Mama Rachel. Both having large families Chicago & Joliet is where they decided to settle down combined over 13 children. Rachel & Andrea dream was to always bring family together and host large dinners and festivities. Born into the family Meighan in the 80's, Meighan grew up being a strong mind, strong willed young and independent woman. She became intrigued with entrepreneurship in the late 2000s, Meighan the youngest Matriarch to her family started hosting large family dinners after hearing her mother and sister speak about how they wanted to keep the family together. Meighan growing up in foster care and later reconnecting with her mother and her sister in the 90s latched onto the idea of creating a family legacy because that is all she ever wished for. It was all about one day she would make her mom and sister dreams come true. Andrea, Meighan and her started selling family dinners from home in 2018. That grew rapidly they grew out of the home quickly so they stopped. Later thinking of a grand idea all three Rachel, Andrea & Meighan decided to open a food truck to start a legacy for the family in 2019. In Andrea's case it was about doing what she loved (cooking) and securing her future; being an ex-felon the job world was quite daunting to

Andrea. Rachel having the restaurant background wanted to leave her full time job and create her own family legacy. Meighan the chicken lover LOL & the butterfly entrepreneur just wanted to see all her families dreams come true so she was onboard with it all. Anthony (fiancé) & Christopher (husband) it was all good and ok with them. They decided we will be managers and whatever is needed to have a successful family business legacy. August 2020 Andrea Cole passed away from heart disease. Meighan, Rachel, Anthony and Christopher decided to carry the torch and keep a Blaze the fire for Ma Maw's Kitchen. End of 2020 they decided to rent several locations. **Ma Maw's journeyed onto the Aurora Outlet Mall where there was much success in so little time** with tons of Happy customer's that became more like family. 2021 **was the big move; we can do this! Ma Maw's decided to approach North Aurora IL by opening their 1st location** small carry out, dine in with their food truck concept in mind. **Although there has been some hurdles** and two great losses to their business/family legacy the team wants to see the dream through. Late **Rachel passing from cancer in December 2021; Ma Maw's is still excited** and eager **of what's to come for their future in North Aurora. Building out a full service kitchen is ideal to prepare their** full service menu. Although it has been limited due to the rising demand of goods due to Coronavirus Ma Maw's is sure that their cuisine will do incredibly well. After interviewing and speaking with residents and Well in the community Ma Maw's understands the assignment that people love their Chicken & Waffles, Catfish and had a line around the parking lot for their BBQ. Ma Maw's is excited to carry the torch and to see the vision through. Remembering thoughts for Ma Maw's our parents, grandparents have always instilled the spirit of giving back to our community and to the less fortunate and that is something we do in North Aurora community. We will give our leftovers to the homeless, we will run specials, and we welcome family as if they are ours. To Ma Maw's that is what family & community is all about!

We are now introducing you to Ma Maw's Kitchen your Favorite Fried Chicken, Fish & BBQ "North Auroras Got the Sauce" to the Growing North Aurora Suburb!

MARKET TRENDS FOR 2022

1. Cannabis/CBD oil-infused drinks.
2. Cannabis/CBD oil-infused food.
3. Zero-waste cooking.
4. Globally inspired breakfast dishes.
5. Global flavors in kids' meals.
6. Hyper-local.
7. New cuts of meat.
8. Veggie-centric/vegetable-forward cuisine.
9. Chef-driven fast-casual concepts.
10. Craft/artisan/locally produced spirits.

Market Needs

The Growing North Aurora area is in great need of vacant locations being revitalized and family style families carry out like fast food restaurant like the Ma Maw's that

serves Fried Chicken, Fish & BBQ with soul side dishes. This section of North Aurora is commonly referred to as “fast food alley” The selection of fast food is limited on its southern style cuisines.

Strengths:

- **Prime location with easy access from Interstate 88**
- **Exceptional staff with the can do attitude. Combined 25 years in the restaurant industry**
- **Our building is owned by Brown’s Chicken owners; products and vendors will not be an issue for Ma Maw’s.**
- **Gaming will inject revenue streams to make us a successful business on a corner lot**
- **Revitalization/ Beatification to Route 31 entry off I88**

Weaknesses:

- **Recruiting and retaining quality employees**
- **Dine in may be restricted due to pandemic**

Opportunities:

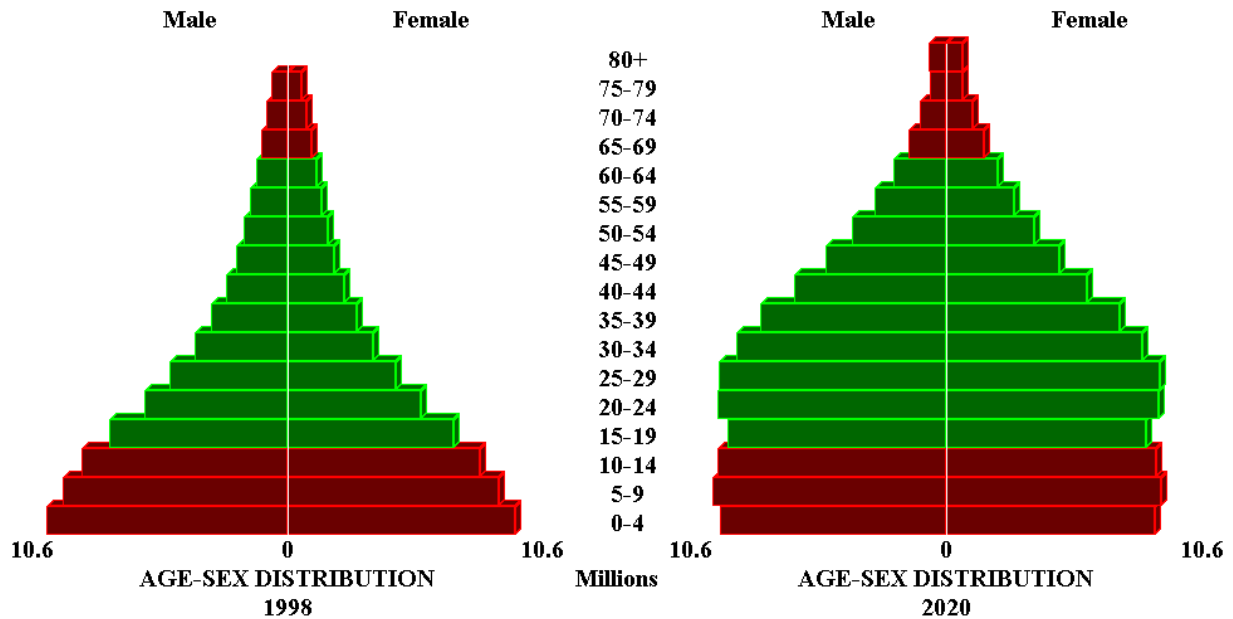
- **Little barriers to entry allows immediate business opportunities**
- **Offer additional catering services**

Threats:

- **Rising operate costs**
- **Consumers that believe that meals at home are healthier than those prepared in restaurants**

Increasing Market for Fast Food – The Population Boom

With this, the per capita income has increased to US\$ 736 while the productive age group (15 to 64) years is said to take the major chunk of population (67% of total population) by 2020 (see Fig. 1). The growth rate in food consumption is also augmented by the rapid increase in the employment rate for males / female population aging between 20 to 29 years (fast food goers) hence the greater income contribution to the overall income generated is expected to be higher.



The economy is becoming increasingly service-oriented, and over the past several Decades, the foodservice industries that offer the highest levels of convenience have been Rewarded with strong sales growth. In the face of rising population, incomes and increasingly hectic work schedules, a nearly insatiable demand for convenience will continue to drive fast food sales. Fast Food Outlets will strive to find ways to make their products even more accessible.

Even if incomes stagnate or attitudes change, consumers are unlikely to return to meal preparation at home on a large scale. This suggests that even if consumers choose to spend more Time at home, for family or other reasons, much of the meal preparation will still occur elsewhere.

The value of consumer time, as well as the demand for consistent, high-quality food products, will continue to shape the fast food industry. Fast food, once considered a novelty, has become An increasingly significant part of the young generation's diet. The role of convenience in this

Industry will be driven in large part by its ability to find new ways to save consumers' time.

We are targeting the young and diversity as our primary market. Due to heavy extra-curricular activities among youth, adults in a high traffic area. They tend to flock to fast food joints off busy intersections or nearby shopping plazas.

Industry Analysis

- 14

Ma Maw's Kitchen Chicken, Fish & BBQ of North Aurora IL staff.

Meighan, full time cook, a mentor, business coach, a notable woman of character and a serial entrepreneur.

Christopher Martin dedicated widow husband, our full time pit man flaming up some of the best BBQ Rib Tips around town.

Anthony Bailey full time cook, great customer service and family oriented working man.

Competitive Advantage strategies:

These are very useful to contain or maintain a competitive edge. *Ma Maw's* will follow differentiation strategy, diversification strategy, marketing advantage strategy and geographic expansion strategy.

Differentiation strategy:

We are providing high quality food because our mission is

"Sharing our family's authentic recipes with the World"

Marketing advantage strategy:

- *Ma Maw's Kitchen Chicken, Fish & BBQ* is providing some services for the first time and has got first mover advantage.
- **Diversification strategy:**

It implies that *Ma Maw's Kitchen Chicken, Fish & BBQ* will expand by adding quality consistent service and high quality food. Ma Maw's of North Aurora will work with city of North Aurora with Low to Moderate Income families for job opportunities. We will work toward employee referrals, incentives to attract quality applicants.

Products and Services

Ma Maw's Kitchen will serve/sell food items including soft drinks, wine and beer. North Aurora IL is a great location and community to add a list of diverse foods. Ma Maw's will capitalize on menu items that draw thousands to Aurora each year.

- Deep Mild Sauce Fried Chicken Wings
- Our famous BBQ turkey tips & beef rib tips
- Healthy Eats Salads, vegetables.
- Ma Maw's Sauced Fried Chicken Breast & Waffles topped with smoked bacon
- Catfish & Shrimp & Grits

- **Geographic expansion strategy:**

We will start our business in North Aurora IL and within 2 years we will start our franchise & traveling food truck. 3-5 years from now we will target surrounding suburbs.

Our main competitors in this segment are any food outlets within the 300 meter radius along the route 31 intersection. In our location, there is Bruno, A & W and Taco bell (nearby). Other local competitors within a 10 mile radius are as follows.

- Chili's – this is a chain restaurant also offering standard fare. Food choices are varied and prices range for \$8-\$21.
- Buffalo wild Wings 1460 N Orchard Rd #104 \$5-\$20

Ma Maw's Kitchen has several advantages over its leading competitors:

- Unique “fusion” concept of Mild Sauce with no preservatives
- Our consistency with taste and truly developing a winning concept of systems and procedures to ensure consistent operations
- Menu pricing is an appealing selection that is competitive priced in the marketplace
- We expect a high degree of enthusiasm and offer a fun store with friendly staff that reflects company's youthful and energetic culture.

Market Analysis

According to the National Restaurant Association, restaurants are the driving force for the Illinois workforce which represents 561,200 food service and restaurant jobs. The association also projects \$25.2 billion in sales in Illinois for the year 2019 with the bulk of the sales generated throughout Chicagoland areas.

The restaurant industry is a large and diverse business: Restaurant-industry sales are forecast to reach \$580.1 billion in 2010 – an increase of 2.5 percent over 2009. Restaurant-industry sales are projected to total \$604 billion in 2011 and equal 4 percent of the U.S. gross domestic product. The overall economic impact of the restaurant industry is expected to exceed \$1.7 trillion in 2011. On a typical day in America in 2010, more than 130 million people will be foodservice patrons. Sales at full service restaurants reached \$184.2 billion in 2010. Sales at limited service restaurants increased to \$164.8 billion in 2010, while snack and non-alcoholic-beverage bar sales rose to \$24.7 billion. (National Restaurant Association).

Consumer expenditures for fast food in North Aurora rose during the end of the year 2000. The increasing number of new establishments such as fast food franchises, fancy restaurants and gourmet bakeries around North Aurora IL has shown a significant growth in this sector.

A much broader appeal exists for weekend slots because those are the days when most of our core target market enjoys the mall going activities.

- Age – Young adults, single, currently enrolled in college and high school.
- Family unit - We will also appeal to families (young families) with children.
- Gender - We will target both sexes, with a slight skew for males due to their lower attention to dietary concerns.
- Income - We will appeal to the medium income individuals and to all in the lower medium income bracket.

Our concept will have very broad appeal. It is our goal to be the hip destination for fast food cravings.

According to a 2018 market analysis by ESRI for demographic and income profile for North Aurora & Aurora IL, there were over 200,000 residents within a 15 mile radius of route 31.

Median household income of 64,259, average Household income 82,985 and per capita income 26,237.

Market Segmentation:

Ma Maw's Kitchen intends to cater to the bulk of teenagers and young adults In Aurora. This segment of population is more likely to grab quick bites and fast food on the go. It is our goal to be "the extraordinary fast food place" and we believe that the age group from 15 to 25 is the primary age where brand building efforts could take place. They are on limited or fixed incomes and seek a value/price relationship that will not stretch their budgets. Our location will be easily accessible; we are in a community size of 200,000 people within a 5 mile radius, with a large percentage of teenagers nearby.

Our secondary target is between the ages of 25 and 37, which are a heavy lounge/restaurant user group. They are more flexible in budgets and seek more than a value/price relationship.

Our lunch strategy is dual purposed. First, we are featuring fresh fries to fill craving for fast food as most ideas of lunch is a quick bite not a heavy meal.

Second, we want to keep the price point at lunch as fair as possible to keep us in competition with other fast food outlets.

We are targeting the young and diversity as our primary market. Due to heavy extra-curricular activities among youth, it is common for high schoolers to have lunch inside shopping malls, and not at home. They tend to flock to fast food joints inside shopping malls across Aurora.

Our secondary market segment is the "Working class." With so many shopping strips in the vicinity, Galena strip mall is the haven for shoppers and job seekers alike. Lastly, Galena Strip mall is also one of the destinations for tourists staying in the area.

Marketing Strategy and Implementation

Our strategy is based on serving our markets well. We will start our first as a "market tester" that could become a model of the expanding number of outlets in the future. Concentration will be on maintaining quality and establishing a strong identity in the local market.

A combination of local media and local store marketing programs will be utilized at our location. Local store marketing is most effective, followed by print ads. As soon as a concentration of stores is established in a market, then broader media will be explored. We believe, however, that the best form of advertising is still "buzz." By providing a fun and energetic environment, with unbeatable quality at an acceptable price in a clean and friendly outlet, we will be the talk of the town. We will deploy three different marketing tactics to increase customer awareness of Ma Maw's. Our most important tactic will be "word-of-mouth" and in-store marketing. This will be by far the cheapest and most effective of our marketing programs because of the high traffic in targeted shopping locations.

The second tactic will be local store marketing. These will be low-budget plans that will provide community support and awareness of our facility. The last marketing effort will be utilizing local media. Although, this will be the most costly, this tactic will be used sparingly as a supplement where necessary.

- **Media advertising (newspaper, magazine, television, radio)**
- **Direct mail**
- **Telephone solicitation**
- **Seminars or business conferences**
- **Joint advertising with other companies**
- **Word of mouth or fixed signage**
- **Digital marketing such as social media, email marketing or SEO**

Highlight

Ma Maw's Kitchen Chicken, Fish & BBQ of North Aurora has been on several media outlets WGN News 2021 Juneteenth Edition, Good Morning Aurora, Waubonsee Small Business Development Center Small Business Spotlight, Quad County Chamber Members.

Strategy and Implementation

Ma Maw's Kitchen will undertake the following strategic steps to create distinction between our establishment and the existing eating places in our community.

Future Services

Ma Maw's has future plans to provide catering services for family reunions, weddings, and other events desiring a "home-style" menu. This could potentially become a large portion of gross sales. Ma Maw's are targeting year 2 and at that point, a sales agent would be hired to directly market the products for daily delivery of catered functions.

Emphasize service

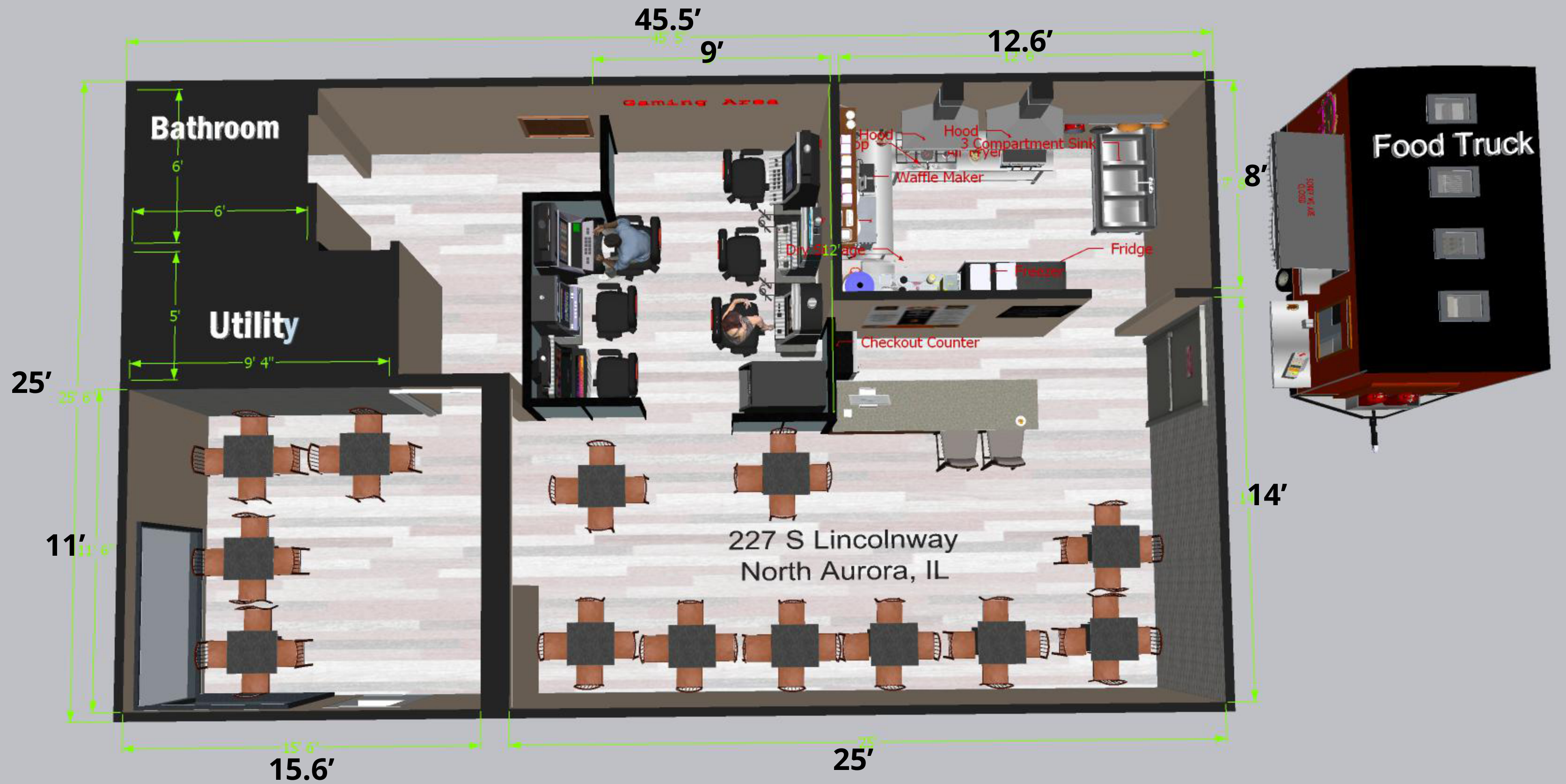
We will differentiate ourselves with SERVICE! We will establish our business offering as a clear and viable alternative for our target market.

Build a relationship oriented business Ma Maw's will build long lasting relationships with customers and our local businesses in our community. We will become the eatery of choice, by our connection with our community, we will attract customers to understand and see the value of relationships.

Our customers will enjoy our standard menu fare, along with seasonal menus so that we can better take advantage of cost savings and stay current with some of the food industry trends.

The restaurant will be open 7 days a week with hours as follows:

Monday	closed
Tuesday	closed
Wednesday	11:00 am – 7:00 pm
Thursday	11:00 am – 7:00 pm
Friday	11:00 am – 8:00 pm
Saturday	11:00 am – 8:00 pm
Sunday	11:00 pm– 5:00 pm





Hood

Hood

Dry Storage

Oven

Fridge

Waffle Maker

Stove

Air Fryer



Freezer

Dry Storage

Oven

Waffle Maker

Stovetop

Fridge

VILLAGE OF NORTH AURORA BOARD REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
CC: STEVE BOSCO, VILLAGE ADMINISTRATOR
FROM: MIKE TOTH, COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR
DAVID HANSEN, PLANNER
SUBJECT: RECREATIONAL VEHICLES
AGENDA: FEBRUARY 21, 2022 COMMITTEE OF THE WHOLE MEETING

DISCUSSION

At the November 15, 2021 Village Board meeting, a resident addressed the Village Board with concerns regarding the restrictions associated with the Village's recreational vehicle provisions. The Village Board subsequently directed staff to bring back information on the Village code provisions for discussion.

The Village Board first discussed the topic at the December 6, 2021 Committee of the Whole meeting. The Village Board discussed the topic from both the perspective of keeping the regulations as-is to maintain the single-family character of North Aurora's neighborhoods and also from the perspective that the Village should not be overregulating recreational vehicles. The Village Board agreed that changing the provisions to accommodate individual requests could have negative consequences with other residents so the provisions should mostly remain the same. The Village Board did agree that residents should have additional time to ready their recreational vehicles and/or trailers before the weekend and directed staff to change the weekend times from Friday noon to Monday noon to Thursday 6:00 p.m. to Monday noon.

At the December 20, 2021 Committee of the Whole meeting staff presented draft language that included the suggested changes from the Village Board and also added changes recommended by staff for clarity purposes. Concluding their discussion, the consensus of the Village Board was to move forward with the new verbiage.

As the recreational vehicle provisions are included in the Zoning Ordinance, a public hearing was held before the Plan Commission on February 1, 2022. The Plan Commission recommended approval of the text amendment as proposed; however, they did ask staff to convey some of their ideas to the Village Board. Staff has included the draft meeting minutes from the February 1, 2022 Plan Commission meeting in order to provide additional context. The following is a general list of considerations from the Plan Commission:

- Allow a 24 to 72 hour reciprocity period
- Regulate motor homes separately
- Move around the two week exception windows in April and October
- Allow certain holiday exemptions
- Move the recreational vehicle allowance to Monday at 6pm or to Tuesday

Staff is again seeking feedback from the Village Board on the proposed language:

13.12 Recreational vehicles in residential districts.

For the purposes of this section, recreational vehicles shall include campers, motor homes, boats (and other watercraft), pop-up campers, and utility trailers.

- A. No recreational vehicle shall be parked or stored on or over public right-of-way.
- B. No recreational vehicle shall be parked or stored in front yard or corner side yard off-street parking facilities on residential premises except that one recreational vehicle may be parked or stored during the following periods:
 - 1. Thursday 6:00 p.m. Friday noon to through Monday noon, inclusive.
 - 2. April 15 to through April 30 and October 1 to through October 15, both inclusive.
 - 3. Upon written request by permit issued by the code enforcement office, for a continuous period not to exceed fourteen (14) days for the parking of recreational vehicles owned by temporary house guests. Such special circumstance permits shall be limited to one per guest family during each six-month period.
- C. ~~No recreational vehicles shall be parked or stored on property in any zoning district unless located in a fully enclosed permanent structure; except that One recreational vehicle not located in a fully enclosed permanent structure may be parked or stored behind the front building elevation on a residential lot, unless a recreational vehicle is already being parked or stored in the front yard or corner side yard off-street parking facilities. Temporary storage tents for recreational vehicles shall not be considered such a structure. For the purposes of this Ordinance, the "front building elevation" shall also include any building frontage along a corner side yard.~~
- D. ~~There shall be no limit to the number of recreational vehicles being parked or stored in a fully enclosed permanent structure. Temporary storage tents for recreational vehicles shall not be considered a permanent structure.~~
- E. All parking and storing of recreational vehicles shall be on a hard surface as identified in section 13.8(C).
- F. No recreational vehicle shall be used for living, sleeping, or housekeeping purposes in any zoning district.

**VILLAGE OF NORTH AURORA
PLAN COMMISSION MEETING MINUTES
FEBRUARY 1, 2022**

CALL TO ORDER

Chairman Mike Brackett called the meeting to order.

ROLL CALL

In attendance: Chairman Mike Brackett, Commissioners, Aaron Anderson, Anna Tuohy, Scott Branson, Tom Lenkart, Richard Newell, Alexander Negro, Mark Bozik, and Doug Botkin

Staff in attendance: Village Administrator Steve Bosco, Community & Economic Development Director Mike Toth and Planner David Hansen

Not in attendance: Kevin Drendel, Village Attorney

APPROVAL OF MINUTES

1. Approval of Plan Commission Minutes dated December 7, 2021

Motion for approval made by Commissioner Lenkart and seconded by Commissioner Bozik. All in favor. **Motion approved.**

PUBLIC HEARING

1. **Petition #22-01 (Amendment to Chapter 13.12 of the Zoning Ordinance):** Amendment to Title 17 of the North Aurora Municipal Code (Zoning Ordinance) relative to recreational vehicles.

Chairman Mike Brackett called the public hearing to order.

Chairman Mike Brackett opened the public hearing for public comment. No Comment.

David Hansen introduced Petition #22-01, a text amendment to Chapter 13.12 of the Zoning Ordinance that relates to recreational vehicles. Hansen explained the process of a text amendment and that Chapter 13 pertains to parking design and regulations, which includes commercial and recreational vehicles. Hansen read the code's definition for recreational vehicles which includes campers, motor homes, boats (and other watercraft), pop-up campers and utility trailers. Hansen stated a resident at the November 15, 2021 Board meeting asked the Board to look into extending the hours for recreational vehicles on a residential premise. The Board discussed recreational vehicles at the December 6, 2021 Village Board Committee of the Whole (COW) meeting where they suggested moving the code's hours for recreational vehicles from Friday Noon to Monday Noon to Thursday 6pm to Monday Noon. Hansen mentioned the other changes in the ordinance were for clarity purposes. This included adding no recreational vehicle should be parked or stored on or over the public right of way, defining front building elevation in regards to the current code's one recreational vehicles limit of storing a recreational vehicle outside a permanent structure, and

moving the current language for the code's no vehicle limit for recreational vehicles if they are in a fully enclosed permanent structure to an individual bullet point. Mike Toth added text amendments for recreational vehicles were also made in 2013 and 2014 and the changes Hansen mentioned above were reviewed by the Village Board at the December 20, 2021 COW meeting and they were amenable to them. Toth mentioned we are here tonight since a text amendment and public hearing needs to go through Plan Commission since this section is in the zoning ordinance.

Chairman Brackett asked if section C is referring to a permanent structure for multiple vehicles and not just for a tent for one recreational vehicle parked next to the owner's house. Toth added one can have a tent to cover a recreational vehicle on a lot, but it would count towards the limit of one that are allowable outside a fully enclosed permanent structure. Toth reemphasized the code mentions one can only have one recreational vehicle on their property at a time regardless if it be stored on the front, side or back of a property, but if it is in a garage there is no limit. Chairman Brackett asked if the resident was asking for additional time. Toth said they asked to have it longer than the current time period or have a more flexible 24 to 48 hour period. Toth explained the code enforcement perspective on how it would be hard to enforce if it was on a flexible period since the code currently allows a recreational vehicle to be on site for three out of the seven days in a week. Toth shared the Board was split between keeping it as-is while some thought it was over regulating recreational vehicles to begin with.

Commissioner Tuohy mentioned she has a personal interest in this as a current recreational vehicle owner and wrote a letter to the Village Board since she has a motor home and had some of the same issues the resident shared with the Board. Commissioner Tuohy stated a motor home is completely different from the other vehicles listed in the recreational vehicle definition since it's an actual full vehicle and has different maintenance needs. Commissioner Tuohy recommends to move motor homes out of the definition to its own category and also mentioned the current weekly time frame now doesn't make sense since most recreational vehicles are gone on the weekend. Commissioner Tuohy proposed to extend the time to Monday to 6pm and also mentioned the two week periods, as they exist, do not make a lot of sense since many motor home owners prep their vehicle in March (for Spring Break) and wait until the end of October to winterize them. Commissioner Tuohy also said the current temporary house guest's policy doesn't make a lot of sense since it is a strange time frame to regulate. Tuohy also said that no one wants a driveway to be a recreational vehicle storage and believes there needs to be a code of some sort to prevent that, but the way the code is written now it is out of touch.

Commissioner Branson proposed extending the code to Tuesday for the Monday holidays and asked why house guests can park it on site for two weeks at any time throughout the year, but a recreational vehicle owner cannot do the same. Toth mentioned the Village would need to specifically list holidays should the Village pursue that. Commissioner Branson asked if house guests are there for two months can they reapply for permit. Toth said they would contact our department and make note of it. Toth said it's a rare occasion and the Village has not had to ask guests to move their vehicle for being there for an extended period of time.

Commissioner Tuohy asked again why are all recreational vehicles lumped into a group together when a motor home and utility trailer are completely different mechanically. Steve Bosco shared the Village Board has said in the past, the reason all are in one category is to prevent

compartmentalizing them to where a resident can have one of each instead of one total recreational vehicle. Chairman Brackett asked Commissioner Tuohy since winterizing is different for motor homes what two week time frames make the most sense compared to the current code's two week periods (April 15-30 and October 1-15). Commissioner Tuohy mentioned March 15-30 to October 15-30 may make more sense. Chairman Brackett stated it makes sense to have a recreational vehicle code so there is a mechanism to make the recreational vehicle leave. Bosco shared the Village Board talked about hours, dates, and how restrictive the ordinance should be and ended up with consensus of extending the time to Thursday 6pm for more prep, but extending it to Tuesday makes it only one day of enforcement. Bosco mentioned we have heard retirees like to take theirs out during the week so it is all over the map when someone is prepping theirs. Toth mentioned it is difficult to enforce movable objects.

Commissioner Andersen shared the ordinance needs to be enforceable, but also understands that the current hours and dates don't seem to be in line with recreational vehicle owners. Commissioner Andersen asked Commissioner Tuohy how many days it takes to prep a motor home. Commissioner Tuohy mentioned one to two days typically. Commissioner Andersen proposed making motorhomes as separate category. Toth shared it was written with a weekend exemption and 48 hour time period allowance, but was changed in 2013 since it is hard to track and enforce so the 48 hour was removed and set time periods were added so it's easier to track for code enforcement. Bosco mentioned other Villages are all over the place as well where they allow one recreational vehicle, no recreational vehicles or have as many recreational vehicles as they want and can store them at home any time.

Commissioner Botkin said one universal policy makes sense instead of having it broken out. Botkin mentioned the City of Geneva has one 24 hour period. Botkin mentioned having regulations of some sort are needed to prevent it from having a recreational vehicle on site all the time. Botkin asked what front yard means in this context. Toth mentioned it refers to front of the dwelling and yard means the setback area at the front of the property. Toth mentioned owners must park on hard surface, which is specified in section E of the current code.

Commissioner Newell asked if there is a permit to extend the time frame if a resident knows it will be there until a Tuesday. Toth mentioned there is no permit, but in the past if someone would call and ask the Village would work with them, but the Village is trying to enforce the ordinance more actively now. Toth stated staff get complaints for the vehicles being there and from the owners saying the time frame is too restrictive.

Commissioner Negro asked about HOA regulations and what supersedes what. Bosco mentioned HOA in most cases can be more restrictive, but it falls back to who is stricter on the item. Commissioner Negro was okay with extending hours to Tuesday for holidays as long as the holidays are defined for North Aurora.

Commissioner Bozik mentioned the code appears to focusing on summer activities more than winter so that should also be taken into consideration. Commissioner Bozik proposed 72 hour limit of some sort for recreational vehicles. Bozik asked what is considered a public right of way. Toth mentioned a street or a sidewalk. Bozik asked if someone wanted to park it overnight to leave early in the morning it appears that isn't allowed. Toth mentioned in 2013 the ROW language was

probably taken out for that reason. Bozik said he understands the sidewalk component for safety purposes, but the street portion is a little restrictive. Toth shared road right of way usually isn't built to accommodate the width of two trailers on the road. Bozik mentioned based off the number of complaints something is needed, but try to mitigate restrictions as much as possible.

Commissioner Lenkart said extending the hours could cause more issues since it appears many residents don't like seeing vehicles already. Lenkart asked if there is a way code enforcement wise to enforce a 24 or 48 hour time period. Toth mentioned code enforcement isn't here on weekend and many complaints drive when staff first hear about the issue. Bosco mentioned the resident came to the board meeting said 11% of homeowners have a recreational vehicle, which if true would mean there are about 600 homes in the Village would have recreational vehicles. Trying to document each 24 hour limit would be very difficult to regulate especially since the Village has one code enforcement officer. Some communities have hour limits, but are probably not enforced until complaints are made and the process starts. Lenkart asked how it's enforced currently. Toth mentioned the code enforcement officer documents it and issues a notification the first time around. Since it is documented there is record of it and a repeat violator would start getting a fine if it is not moved. Commissioner Lenkart asked what a fully enclosed permanent structure is defined as. Toth stated it would be a garage or an accessory building and there is a limit on the number of accessory buildings on a property so owners can't have a plethora of permanent structures on their property.

Chairman Mike Brackett closed the public hearing.

NEW BUSINESS

1. **Petition #22-01 (Amendment to Chapter 13.12 of the Zoning Ordinance):** Amendment to Title 17 of the North Aurora Municipal Code (Zoning Ordinance) relative to recreational vehicles.

Chairman Brackett summarized the conversation. Commissioner Andersen mentioned letting the Village Board decide the provisions since they probably would have the same discussion as the Plan Commission did if they haven't already. Bosco mentioned this discussion was very similar to the Village Board's and that this discussion with the Plan Commission was required by code. Bosco explained usually an item like this goes to the Plan Commission first as a workshop, but since the issue was brought up at a Board meeting, staff brought the item to the Village Board to explain the current code and how it is enforced, which turned into a conversation about what should be changed. Bosco mentioned the two week window was brought up at the Board discussion and they would be willing to look into changing that. Chairman Brackett mentioned it makes sense to move the two week dates up to early April or even March and move them back to the end of October. Commissioner Botkin mentioned the weekend and holidays exception could be difficult based on school systems and who views what holiday as an actual holiday. Commissioner Botkin proposed adding a certain number of hours and having a five-day window of their choosing since the enforcement is largely complaint driven. Commissioner Lenkart proposed some time on Thursday to Monday at X since it could be enforced.

Toth said since the language in memo covers changes moving the time to Thursday to 6pm, clarifies the number of recreational vehicles allowed on a residential premise, what an enclosed structure is and the ROW provision. The Plan Commission can add in whatever they would like, but it might make the most sense at this point to provide the Village Board the draft minutes of this meeting and assemble a list of the ideas discussed. Toth summarized the Plan Commission's thoughts, which included a 24 to 72 hour reciprocity period, regulating motorhomes separately, moving around the two week exception windows, holiday exemptions, and moving recreational vehicle allowance to Tuesday or Monday at 6pm. Toth said staff can provide these bullet points along with the draft minutes to the Village Board for review. Commissioner Tuohy wanted to add to the comments that more people are working from home so it is just not retirees who may be coming in and out during the week. Commissioner Tuohy also asked the Village Board to look into removing the temporary house guest provision since it is outdated and hard to enforce.

Motion for approval to pass along the Plan Commission comments for Chapter 13.12 of the Zoning Ordinance relative to recreational vehicles to Village Board was made by Commissioner Lenkart and seconded by Commissioner Newell. Vote: Lenkart – Yes, Newell – Yes, Tuohy – Yes, Negro – Yes, Branson – Yes, Bozik – Yes, Botkin – Yes, Anderson – Yes, Brackett - Yes. **Motion approved.**

OLD BUSINESS – None

PLAN COMMISSIONER COMMENTS AND PROJECT UPDATES

Mike Toth asked the Plan Commission is they'd be amenable to distribution of electronic packets only. Toth explained the time and resources needed to create and distribute paper copies and also mentioned that a Village employee was injured delivering paper copies. Toth added that paper copies can be made at someone's request. The Plan Commission stated that larger plans are nice to have as they are legible. Toth mentioned that the electronic copies can be zoomed in on, but if someone wants a larger copy, it can be made available.

Toth mentioned potential upcoming public hearings – the Seasons at North Aurora multifamily residential development and the Fairview Gardens industrial project.

Toth stated the Village Board approved the text amendments pertaining to solar panels, as recommended by the Plan Commission.

ADJOURNMENT

Motion to adjourn made by Commissioner Anderson and seconded by Commissioner Bozik. All in favor. **Motion approved.**

Respectfully Submitted,

Jessica Watkins
Village Clerk



Memorandum

To: Mark Gaffino, Village President & Board of Trustees
Cc: Steven Bosco, Village Administrator
From: John Laskowski, Public Works Director
Date: February 14, 2022
Re: Lead Service Line Replacement (LSLR) and Notification Act

On January 1, 2022, the State of Illinois adopted HB 3739 Lead Service Line Replacement and Notification Act into the law. In summary, the Act requires owners and operators of community water supplies to develop, implement, and maintain a comprehensive water service line material inventory and a comprehensive lead service line replacement plan, provide notice to occupants of potentially affected buildings before any construction or repair work on water mains or lead service lines, and request access to potentially affected buildings before replacing lead service lines; and prohibit partial lead service line replacements.

If the Village engages in maintenance activity or emergency repairs that impact or disturb a lead service line, the Village is required to begin the process of replacing the entire line. This replacement process is required to be completed in 30 days, or 120 days if weather or other circumstances beyond reasonable control prohibit construction.

In order to replace a lead service line, the existing connection is removed from the water main and then the service all the way into the home. A new connection point is created at the main using a corporation stop. Copper tubing is connected at this point and run underground to approximately the property line where it connects with the water service valve commonly known as a b-box. From the homeowner's side of the b-box the copper tubing continues into the house either through the wall or floor and is then connected to a meter.

Typically the most cost effective way to install the copper tubing is to directionally drill or bore the pipe underground instead of open cutting. It also requires licensed plumbers to perform the work. The Village has reached out to two contractors who provided pricing to perform the water services installations. Both prices seem reasonable in comparison to the bids we received to perform similar work on the Maple and Elm water main replacement project. These contractors' pricing ranges from \$4,300 to \$9,300 and can be dependent on actual site conditions. There is approximately \$30,000 available in the water fund to support these expenditures.

At the November 1, 2021 Committee of the Whole meeting, the Finance Director had presented the various uses for American Rescue Plan Act (ARPA). At that time, staff had recommended and Village Board agreed that spending ARPA funding on lead service replacement was an acceptable use. Staff is continuing with its lead water service inventory, which will be used to develop a long term lead water service replacement program that would be funded by ARPA.

While we are working on the development of that program, the LSLR Act also requires more immediate short term action. According to the LSLR Act, when lead services are encountered we have 30 days to replace the service. In order to comply, staff is requesting the authority to expend water funds to replace lead water service lines as they are discovered. A portion of this work must occur on private property so a portion of this expenditure will go to private improvements. In the future it is possible that the expenditures from the water fund could be reimbursed by ARPA funds. Should the cost of the replacement exceed \$15,000, the spending authority of the Village Administrator, staff will present the change orders retroactively under the emergency provisions of the purchasing policy to the Village Board.

Memorandum



To: Mark Gaffino, Village President & Board of Trustees
Cc: Steven Bosco, Village Administrator
From: John Laskowski, Public Works Director
Date: February 16, 2022
Re: Curbside Leaf Collection Overview

The annual leaf collection program is scheduled to begin in mid-October and will end in late November, the week of the Thanksgiving holiday. The Village has three leaf vactor machines that are towed behind the larger dump trucks. Two of these machines are used regularly and the third is used as a back-up. Together these machines service the east and west sides of town, three times each of the duration of the six week program.

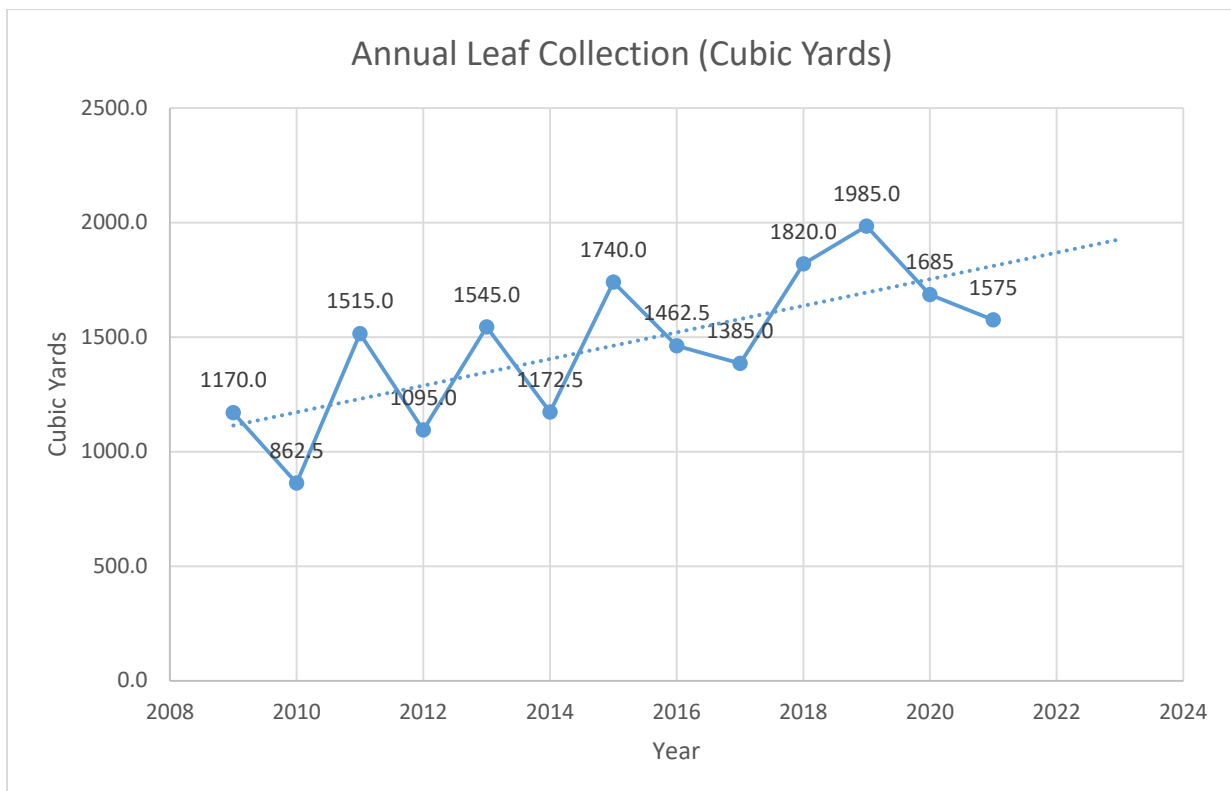
The leaf collection program needs to be a flexible operation due to unpredictable seasonal weather conditions. Leaves may drop sooner or later in the year depending on a number of weather related factors including temperature and precipitation. For example, in fall of 2018 there was a snowstorm that delayed leaf collection which required trucks to swap leaf collection boxes for plows. Operations resumed immediately after the snow started to melt. However, as a result of the storm, there was a delay in collecting leaves and completing the program. During the 2021 leaf collection program, leaves failed to drop until towards the end of the six-week program schedule. This results in a much greater volume of leaves falling in the last two weeks of the program. In response, Public Works crews began utilizing the back-up machine and adding a third crew to the operation to attempt to meet the published schedule. In the end, residents received the scheduled numbers of collections (three on both the east and west sides); however the project ran into a seventh week.

The six-week time period plays a critical role in the collection of leaves. In order to maintain this schedule staff sends the leaf collection machines for maintenance in early summer of each year to make sure they are in working order for the fall. Despite the preventative maintenance performed on the leaf collection machines, we have experienced mechanical breakdowns or electrical malfunctions in each of the last

four years of the program. While staff can fix many of these problems, they are time consuming. Additionally, when the repair is more complicated we rely on the manufacturers' mechanics to perform the repairs. However, during this time of year, repairs, supply chain issues, or a lack of qualified mechanics can delay the machine getting repaired until after the program is scheduled to end. When these circumstances arrive staff tries to temporarily fix the issue and/or rely on the back-up machine.

Since the same trucks used for leaf collection are used for snow removal, it is important that the leaf collection program remain on schedule so there is ample time to transition from leaf collection to snow removal operations. Converting these trucks from leaf collection to snow removal takes time and a significant effort from all of the street division laborers. This operation requires leaf boxes to be removed from the beds of the trucks while the salt spreaders and plows need to be attached. If the leaf collection is interrupted by snow or the operation is delayed later into the year it can jeopardize the efficiency of the leaf collection program and snow removal operations.

In the future it appears that leaf collection is only going to grow more intense. The volume of leaves collected exhibits an increasing trend line over time as seen in the graph below. Contributing factors include: maturing trees producing more leaves, new trees planted as a part of new developments, and the continuation of the annual tree planting program generally accounting for 100 new trees per year.



The challenges experienced by staff during past years' leaf collection programs motivated staff to consider actions that could improve performance.

Staff would like to provide an overview of the Village's curbside leaf collection program and solicit feedback from the Village Board.