



Meeting Held Electronically

NORTH AURORA VILLAGE BOARD MEETING MONDAY, MARCH 7, 2022 – 7:00 P.M. NORTH AURORA VILLAGE HALL - 25 E. STATE ST.

AGENDA

Due to the current COVID-19 pandemic, Village Board meetings are being conducted live and remotely via telecommunications to help prevent the spread of COVID-19. For best safety practices, the public can view the board meeting remotely via telecommunications using Zoom; however, to participate must attend the meeting in person. The public can view the meeting remotely as follows:

Website Address: <https://us02web.zoom.us/j/85815824681>

Meeting ID: 858 1582 4681

Dial In: +1 312 626 6799

This procedure is being followed pursuant to the Illinois Open Meetings Act (5 ILCS 120/2.01 et seq.) as amended by Public Act 101-0640.

CALL TO ORDER - SILENT PRAYER - MEDITATION – PLEDGE OF ALLEGIANCE

ROLL CALL

AUDIENCE COMMENTS

CONSENT AGENDA

1. Village Board Minutes dated 02/21/2022; Committee of the Whole Minutes dated 02/21/2022
2. Bills List Dated 03/07/2022 in the Amount of **\$154,662.46**
3. Approval of Resolution to Authorizing the Expending of Village Funds to Replace Lead Service Lines on Private Property

NEW BUSINESS

1. Approval to Pre-Authorize the Purchase a Leaf Machine for the 2022-23 Fiscal Year from Dinkmar in the Amount of **\$67,505.00**
2. Approval of Resolution for the Approval of a Supplemental Video Gaming Liquor License for Ma Maw's Kitchen & Concessions
3. Approval of Special Event for Goodwin Elementary School 5k / Fun Run

VILLAGE PRESIDENT

1. Appointment of Village Treasurer

TRUSTEE COMMENTS**ADMINISTRATOR'S REPORT****VILLAGE DEPARTMENT REPORTS****ADJOURN**

Initials: SB

**NORTH AURORA VILLAGE BOARD MEETING
VILLAGE BOARD MEETING MINUTES
Monday, February 21, 2022**

Due to the COVID-19 pandemic, the Village Board meeting was conducted live remotely via telecommunications.

CALL TO ORDER

Mayor Gaffino called the meeting to order.

SILENT PRAYER - MEDITATION – PLEDGE OF ALLEGIANCE

ROLL CALL

In attendance: Mayor Mark Gaffino, Trustee Laura Curtis, Trustee Mark Guethle, Trustee Mike Lowery, Trustee Todd Niedzwiedz, Trustee Carolyn Salazar

Staff in attendance: Village Administrator Steve Bosco, Community & Economic Development Director Mike Toth, Village Attorney Kevin Drendel, Public Works Director John Laskowski, Village Police Deputy Chief Joe DeLeo.

PROCLAMATION- Anderson Humane 5 Year Anniversary

Mayor Gaffino recognized Anderson Humane on their 5 year anniversary of their adoption center located within Pet Supplies Plus in the Village of North Aurora.

PUBLIC HEARING- NPDES Stormwater System

Public Works Director John Laskowski explained that the Public Hearing was to serve two purposes, to give the public an opportunity to comment on the stormwater plan and permitting process annual report as well as offer the Staff an opportunity to explain what they do from a stormwater aspect to maintain good water quality throughout the Village. Part of the Illinois Environmental Protection Agency General NPDES Permit requirements is that the Village develop a five Notice of Intent (NOI) which outlines the goals of the program and defines best management practices. The Village works toward those goals each year and prepares a report at the end of each year indicating the status to the IEPA. Laskowski gave examples of some of the goals that may be included in the reports such as vacuuming out the sediment from storm sewers or repair of sinkholes. Another component of the report is plan review of new developments to ensure the planned water retention or any stormwater runoff is not harmful to the Fox River.

Laskowski introduced Patrick McPartlan a Resource Conservationist with the Kane-DuPage Soil & Water Conservation District. Mr. McPartlan reviews plans and perform inspections on developments greater than two acres within the Village for the IGA with Kane County.

Patrick McPartlan introduced himself and stated that the Kane DuPage Soil & Water Conservation District was a local unit of government under the Illinois Department of Agriculture. He stated that because of their urban location, they perform inspections on behalf of the Army Core of Engineers and the Illinois Environmental Protection Agency. The Kane-DuPage Soil & Water Conservation District is the third party in the Village's review and inspection processes.

There were not questions or public comments.

Mayor Gaffino closed the Public Hearing

AUDIENCE COMMENTS –

Terry Holum with Sebert Landscaping thanked the Public Works Department and the Village of North Aurora for working with them in the past and for their patience through some challenges the company has had.

CONSENT AGENDA

1. Village Board Minutes Dated 02/07/2022; Committee of the Whole Minutes dated 02/07/2022
2. Bills List Dated 02/21/2022

Motion for approval made by Trustee Guethle and seconded by Trustee Salazar. **Roll Call Vote:** Trustee Guethle – yes, Trustee Lowery – yes, Trustee Niedzwiedz – yes, Trustee Salazar – yes, Trustee Curtis – yes. **Motion approved (5-0).**

NEW BUSINESS

1. Approval to Reject Low Bid and Award Four-Year Contract for Lawn Mowing and Landscape Maintenance to Sebert Landscaping in the Amount of \$217,312.00

Director Laskowski explained that three qualified bids were received for the Village's lawn moving contract for SSA's. While Vega Building Maintenance came in with the lowest bid, their references were for cleaning services and not applicable to lawn care maintenance and further due diligence resulted in a concern that Vega would not have the capacity to maintain such a large project.

Staff recommended to award the contract to Sebert Landscaping.

Motion for approval made by Trustee Guethle and seconded by Trustee Niedzwiedz. **Roll Call Vote:** Trustee Guethle – yes, Trustee Lowery – yes, Trustee Niedzwiedz – yes, Trustee Salazar – yes, Trustee Curtis – yes. **Motion approved (5-0).**

2. Approval of Special Event Permit for a Non-Consecutive Multi-Day Farmer's Market Event Hosted by the Rustic Fox

Administrator Bosco explained that the Rustic Fox was seeking a permit for a farmer's market spanning seven non-consecutive days, once a month from the month of April through October. They are seeking a permit because they intend to have food trucks and the Village ordinance states that a special permit is needed if a food truck will be in on place for more than two hours.

Motion for approval made by Trustee Curtis and seconded by Trustee Salazar. **Roll Call Vote:** Trustee Curtis – yes, Trustee Guethle – yes, Trustee Lowery – yes, Trustee Niedzwiedz – yes, Trustee Salazar – yes. **Motion approved (5-0).**

3. Approval of Resolution Authorizing the Entering into of a Contract for the Purchase of Electricity from the Lowest Cost Electricity Provider for a One, Two or Three Year Term for Water Wells and Treatment Plants Through the NIMEC Bid Process

Administrator Bosco explained that the Village's energy supply contract will be expiring in May and reminded the Board of the discussion held at the Committee of the Whole meeting on February 7, 2022 in regard to the bid process with NIMEC. The Board agreed to pursue green energy. In an effort to give the Village Board and idea of what current market values were compared to the Village's current expiring contract, Bosco stated that currently the Village's rate is 4.47 cents per kWh, the most recent numbers given by NIMEC was 6.37 cents per kWh for a one year green contract, 5.98 cents per kWh for two year green and 5.8 cents per kWh for a three year green contract.

The Resolution would authorize the Administrator to choose the length of contract that would best serve the Village.

Motion for approval made by Trustee Guethle and seconded by Trustee Lowery. **Roll Call Vote:** Trustee Guethle – yes, Trustee Lowery – yes, Trustee Niedzwiedz – yes, Trustee Salazar – yes, Trustee Curtis – yes. **Motion approved (5-0).**

VILLAGE PRESIDENT –

Appointment of Citizens Council Corp Members

- a) Mark Guethle, Council Chair
- b) David Fisher, Council Vice-Chair
- c) Scott Buziecki, CERT Coordinator
- d) Doug Botkin
- e) Jeff Wong
- f) Jimmy Antonopoulos
- g) Mike Klemencic

Village Board were unanimously in favor of the appointments.

TRUSTEES COMMENTS – Trustee Niedzwiedz passed along comments from residents thanking Public Works for their efforts during recent storms.

ADMINISTRATOR’S REPORT – Administrator Bosco spoke about replacement of lightbulbs in the Board Room.

ATTORNEY’S REPORT – None

VILLAGE DEPARTMENT REPORTS

- 1. **Finance** – None
- 2. **Community Development** – None
- 3. **Police** – None
- 4. **Public Works** – None

ADJOURNMENT

Motion to adjourn was made by Trustee Guethle and seconded by Trustee Lowery. All in favor. **Motion approved.**

Respectfully Submitted,

Jessi Watkins
Village Clerk

**VILLAGE OF NORTH AURORA
COMMITTEE OF THE WHOLE MEETING MINUTES
Monday, February 21, 2022**

Due to the COVID-19 pandemic, the Village Board meeting was conducted live remotely via telecommunications.

CALL TO ORDER

Mayor Gaffino called the meeting to order.

ROLL CALL

In attendance: Mayor Mark Gaffino, Trustee Laura Curtis, Trustee Mark Guethle, Trustee Mike Lowery, Trustee Todd Niedzwiedz, Trustee Carolyn Salazar

Staff in attendance: Village Administrator Steve Bosco, Community & Economic Development Director Mike Toth, Village Attorney Kevin Drendel, Public Works Director John Laskowski, Village Police Deputy Chief Joe DeLeo.

AUDIENCE COMMENTS – See below

TRUSTEE COMMENTS - None

DISCUSSION

1. Ma Maw's Kitchen & Concessions Supplemental Video Gaming License

Administrator Bosco reminded the Board of previous discussions and changes to the Village's Liquor Code, creating a Supplemental Video Gaming License in which a business applying for a first time gaming license will have their application reviewed by the Village Board. Some requirements include that the business must be able to show at minimum dining space which allows 50 patrons based on 15 square feet per person and the business must have a dedicated person to prepare food in a kitchen. MaMaw's is the first applicant for the Supplemental Video Gaming License, they have a Class B liquor license and have supplied all of the necessary supporting documentation. Meghan Cole of MaMaw's Kitchen was in attendance and addressed the Board.

Meighan spoke about the floor plan for the establishment and answered Trustee questions.

The Village Board expressed approval of the application.

2. Recreational Vehicles

Administrator Bosco reminded the Board of previous discussions about changes to the Village code in regard to Recreational Vehicles and the length of time they are allowed to be parked at a residence. He stated that previous discussions had prompted proposals of a small change from the currently allowed "Friday noon to Monday noon" to "Thursday 6pm to Monday noon". This proposal was brought before the Plan Commission.

Director Toth stated that the idea was before the Plan Commission on February 1, 2022. Their discussion resulted in a list of considerations for the Village Board. This list included to allow a 24 to 72 hour reciprocity period for RVs, to regulate motor homes separately, to move around the two week

exception windows in April and October, to allow certain holiday exemptions and to move the recreational vehicle allowance to Monday at 6pm or to Tuesday.

Staff submitted proposed changes to the code which included changing the allowed time a recreational vehicle may be parked outside a residence from “Friday noon to Monday noon” to “Thursday 6pm through Monday noon”.

Toth stated that the Plan Commission recommended approval of the revised draft submitted to the Village Board members.

The Board discussed the ideas proposed by the Plan Commission including separating camping trailers and motorhomes from the current category of recreational vehicle of which many types of vehicles currently fall under that heading. It was discussed that a change like that would potentially complicate the code and make it more challenging for residents to understand.

Trustees Salazar and Niedzwiedz expressed a desire to make no changes to the length of time RVs are allowed to park outside of a residence. Trustees Guethle, Curtis and Lowery were in favor of allowing the change to be made from “Friday noon to Monday noon” to “Thursday 6pm through Monday noon”.

All Trustees were in favor of changing the code to reflect “April 15 to April 30 and October 1 to October 15” to “April 1 through April 15 and November 15 through November 30”.

3. Authorization to Expend Water Funds to Replace Lead Water Service Lines

Administrator Bosco reminded the Board of previous discussions of replacing lead service lines and using the American Rescue Plan Act to fund the replacements.

Director Laskowski informed the Board that on January 1, 2022 the State of Illinois adopted the Lead Service Line Replacement and Notification Act which requires owners and operators of community water supplies to develop, implement and maintain a comprehensive water service line material inventory and comprehensive lead service line replacement plan. Per the Act, if it is discovered that a service line is lead during a maintenance activity or emergency repairs, the Village has 30 days to replace the lead service line. Laskowski explained that the item was to seek approval to allow the Administrator to expend water funds exceeding his \$15,000 spending limit if a situation were to arise and the Village needed to replace lead service lines within 30 days to comply with the LSLR Act.

The Board engaged in discussion and ultimately were in agreement to grant the Administrator authority to expend funds to replace lead service lines to remain in compliance with the LSLR Act.

4. Curbside Leaf Collection Overview

Administrator Bosco stated that Director Laskowski was going to provide the Board with an overview of the Curbside Leaf Collection Program and solicit feedback.

Director Laskowski explained that Village residents have four options to dispose of the leaves that fall on their property in the fall. They can take advantage of the Village’s Leaf Collection Program, the Village’s waste hauler company Groot offers a bagged leaf program between October and November where no stickers are required to dispose of bagged leaves. Residents can mulch or compost their leaves or pay for an outside landscape company.

The Curbside Leaf Collection Program started in 2009, it is expected to grow in volume each year with the maturation of existing trees as well as new plantings. The program runs 6 weeks, from October to thanksgiving week with three collections east and west of the Fox River. The first week is alternated from east and west side each year.

The Village owns three leaf machines, the durability of the machines is volatile and often a machine is in need of repair. During the peak of program, the Village is running two crews, a total of 6 people utilized during peak operations. There are a total of eight Public Works employees, other duties such as JULIE locates, vehicle maintenance, street maintenance, holiday/park decorations are also responsibilities of the Public Works crew, it is sometimes challenging to staff the Curbside Leaf Collection Program.

Operational expectations of the program are that east and west side gets equal number of weeks on collection schedule. If crews finish early on one side they may go to the other side early to keep pace, crews restart on the appropriate side each week to ensure everyone gets three collections. The program ends the week of thanksgiving or continues as long as needed to finish unless weather conditions or equipment breakdowns cause early program end.

There are operational challenges that exist with the program. The weather can be a challenge. Rain can make it hard to vacuum leaves, snow can make it hard or impossible to vacuum leaves. There are equipment breakdowns, the machines breakdown consistently despite preventative maintenance. Staffing can be a challenge, typically six of eight PW streets employees are utilized during peak of program. The end date of the program can pose a challenge as time is needed to remove the leaf machines and prepare trucks for snow plowing. The volume of leaves continues to grow along with the Village population.

There are possible ways to improve efficiency, a new leaf machine can be purchased. A third crew can be added by imposing mandatory overtime during the program. Residents could be provided with education on mulching benefits. The Village could outsource the program as well.

Director Laskowski told the Board that they may see a request in the upcoming month to purchase an addition leaf collecting machine. The Board agreed to the purchase of the machine due to the popularity of the program and believe that outsourcing would not be an avenue they would be interested in.

EXECUTIVE SESSION – Land Acquisition

ADJOURNMENT TO EXECUTIVE SESSION

Motion to adjourn made by Trustee Lowery and seconded by Trustee Niedzwiedz. All in favor. **Motion approved.**

CALL TO ORDER-RETURN FROM EXECUTIVE SESSION

Mayor Gaffino called the meeting to order.

ROLL CALL

In attendance: Mayor Mark Gaffino, Trustee Laura Curtis, Trustee Mark Guethle, Trustee Mike Lowery, Trustee Todd Niedzwiedz, Trustee Carolyn Salazar

Staff in attendance: Village Administrator Steve Bosco, Community & Economic Development Director Mike Toth, Village Attorney Kevin Drendel, Public Works Director John Laskowski.

ADJOURNMENT-

Motion to adjourn made by Trustee Lowery and seconded by Trustee Salazar. All in favor. **Motion approved.**

Respectfully Submitted,

Jessi Watkins
Village Clerk

Accounts Payable

To Be Paid Proof List

User: ablasr
Printed: 03/01/2022 - 12:38PM
Batch: 00501.03.2022



| Description | Amount | Account | Acct Name | Invoice # | Inv Date | Pmt Date |
|---------------------------------|-----------|---------------|-----------------------------|------------|-----------|------------|
| AIM | | | | | | |
| 046510 | | | | | | |
| Flex125- February 2022 | 154.00 | 01-430-4267 | Finance Services | 0035620 | 3/1/2022 | 03/07/2022 |
| Total: | 154.00 | *Vendor Total | | | | |
| Cabrini: A Green Company LLN | | | | | | |
| 468271 | | | | | | |
| Escrow Balance Refund | 4,000.00 | 90-000-E253 | 40 South Street | 02232022 | 2/23/2022 | 03/07/2022 |
| Total: | 4,000.00 | *Vendor Total | | | | |
| Camic Johnson, LTD. | | | | | | |
| 03989 | | | | | | |
| Legal Fees | 350.00 | 01-440-4260 | Legal | 133 | 1/28/2022 | 03/07/2022 |
| Total: | 350.00 | *Vendor Total | | | | |
| Cintas Corporation | | | | | | |
| 041590 | | | | | | |
| Towel & Rug Cleaning- PW Garage | 46.06 | 01-445-4520 | Public Buildings Rpr & Mtce | 4110774294 | 2/15/2022 | 03/07/2022 |
| Total: | 46.06 | *Vendor Total | | | | |
| College of Dupage | | | | | | |
| 017690 | | | | | | |
| Firearms Class- Kitner | 400.00 | 01-440-4380 | Training | 12994 | 6/16/2021 | 03/07/2022 |
| Total: | 400.00 | *Vendor Total | | | | |
| Commonwealth Edison | | | | | | |
| 000330 | | | | | | |
| Street Lights/ Rt56 & Rt25 | 147.29 | 10-445-4660 | Street Lighting and Poles | 1425064018 | 2/11/2022 | 03/07/2022 |
| Total: | 147.29 | *Vendor Total | | | | |
| Compass Minerals America Inc. | | | | | | |
| 467908 | | | | | | |
| Road Salt | 19,660.68 | 10-445-4439 | Salt | 952293 | 2/11/2022 | 03/07/2022 |
| Total: | 19,660.68 | *Vendor Total | | | | |
| Constellation NewEnergy, Inc. | | | | | | |
| 034130 | | | | | | |

| Description | Amount | Account | Acct Name | Invoice # | Inv Date | Pmt Date |
|--|-----------|---------------|--------------------------|-------------|------------|------------|
| Well #6 1/10 - 2/7 | 3,225.07 | 60-445-4662 | Utility | 61689307401 | 2/10/2022 | 03/07/2022 |
| Well #4/ WTP 1/10 - 2/9 | 8,723.39 | 60-445-4662 | Utility | 61713537301 | 2/10/2022 | 03/07/2022 |
| Well #7 1/11 - 2/10 | 5,672.90 | 60-445-4662 | Utility | 61729280801 | 2/11/2022 | 03/07/2022 |
| Well #5/ ETP 1/11 - 2/10 | 10,767.81 | 60-445-4662 | Utility | 61729373501 | 2/11/2022 | 03/07/2022 |
| Total: | 28,389.17 | *Vendor Total | | | | |
| | | | | | | |
| Feece Oil | | | | | | |
| 031060 | | | | | | |
| Diesel Fuel | 2,305.56 | 71-000-1340 | Gas/Diesel Escrow | 3861275 | 2/22/2022 | 03/07/2022 |
| Total: | 2,305.56 | *Vendor Total | | | | |
| | | | | | | |
| Fifth Third Bank | | | | | | |
| 028450 | | | | | | |
| Chainsaw Parts/ Amazon | 10.99 | 01-445-4510 | Equipment/IT Maint | BR01272022- | 1/10/2022 | 03/07/2022 |
| Chainsaw Parts/ Amazon | 16.67 | 01-445-4510 | Equipment/IT Maint | BR01272022- | 1/9/2022 | 03/07/2022 |
| Water License Class- Kennedy/ AWWA.org | 195.00 | 01-445-4380 | Training | BR01272022- | 1/13/2022 | 03/07/2022 |
| Snow Blower Parts/ Amazon | 9.99 | 01-445-4510 | Equipment/IT Maint | BR01272022- | 1/18/2022 | 03/07/2022 |
| Snow Blower Parts/ Amazon | 13.48 | 01-445-4510 | Equipment/IT Maint | BR01272022- | 1/20/2022 | 03/07/2022 |
| Reducer Bushing/ Farm & Fleet | 2.99 | 01-445-4511 | Vehicle Repair and Maint | BR01272022- | 1/26/2022 | 03/07/2022 |
| Face Mask Boxes (3)/ Amazon | 48.42 | 01-430-4411 | Office Expenses | DA01272022- | 1/6/2022 | 03/07/2022 |
| Toro Cable Clutch- PW/ Amazon | 12.90 | 01-445-4510 | Equipment/IT Maint | DA01272022- | 1/7/2022 | 03/07/2022 |
| Covid Rapid Test/ Amazon | 449.50 | 01-430-4411 | Office Expenses | DA01272022- | 1/9/2022 | 03/07/2022 |
| Covid Rapid Test/ Amazon | 449.50 | 01-440-4411 | Office Expenses | DA01272022- | 1/9/2022 | 03/07/2022 |
| Space Heater (2)/ Amazon | 69.82 | 01-441-4870 | Equipment | DA01272022- | 1/12/2022 | 03/07/2022 |
| ID Card Ribbon/ Amazon | 85.75 | 01-430-4420 | IT Supplies | DA01272022- | 1/12/2022 | 03/07/2022 |
| Silo Camera Service/ Ibeam Construction | 50.00 | 01-430-4799 | Misc. | DA01272022- | 1/17/2022 | 03/07/2022 |
| Silo Camera Service/ Ibeam Construction | 50.00 | 01-430-4799 | Misc. | DA01272022- | 1/17/2022 | 03/07/2022 |
| Retirement Gifts- Hannah/ Amazon | 62.09 | 01-430-4799 | Misc. | DA01272022- | 1/18/2022 | 03/07/2022 |
| Northaurora.org Renewal/ Go Daddy | 21.17 | 01-430-4512 | Website Maintenance | DA01272022- | 1/21/2022 | 03/07/2022 |
| SSL Certificate/ Go Daddy | 499.98 | 01-430-4512 | Website Maintenance | DA01272022- | 1/24/2022 | 03/07/2022 |
| Fingerprint Machine Cleaner/ Amazon | 94.06 | 01-440-4450 | Prisoner Mtce & Supplies | DC01272022- | 1/21/2022 | 03/07/2022 |
| Retirement Decorations/ Party City | 48.38 | 01-440-4799 | Misc. | DF01272022- | 1/10/2022 | 03/07/2022 |
| Retirement Cake/ The Cakery | 73.65 | 01-440-4799 | Misc. | DF01272022- | 1/11/2022 | 03/07/2022 |
| Holiday Party/ Nothing Bundt Cake | 51.89 | 01-440-4799 | Misc. | DF01272022- | 1/15/2022 | 03/07/2022 |
| Holiday Party/ Sharkos | 91.32 | 01-440-4799 | Misc. | DF01272022- | 1/14/2022 | 03/07/2022 |
| Holiday Party/ Sharkos | 230.46 | 01-440-4799 | Misc. | DF01272022- | 1/14/2022 | 03/07/2022 |
| Printer Paper/ Office Depot | 92.44 | 01-440-4411 | Office Expenses | JD01272022- | 12/27/2021 | 03/07/2022 |
| Annual Dues- DeLeo/ IACP | 190.00 | 01-440-4390 | Dues & Meetings | JD01272022- | 1/1/2022 | 03/07/2022 |
| Kitner Retirement Party/ Portillos | 668.22 | 01-440-4799 | Misc. | JD01272022- | 1/3/2022 | 03/07/2022 |
| Lateral Job Posting/ MC Job Post | 25.00 | 01-440-4799 | Misc. | JD01272022- | 1/3/2022 | 03/07/2022 |
| Lateral Job Posting/ MC Job Post | 75.00 | 01-440-4799 | Misc. | JD01272022- | 1/3/2022 | 03/07/2022 |
| Lateral Job Posting/ PR Media | 190.00 | 01-440-4799 | Misc. | JD01272022- | 1/4/2022 | 03/07/2022 |
| Lateral Job Posting/ Temple Publications | 195.00 | 01-440-4799 | Misc. | JD01272022- | 1/4/2022 | 03/07/2022 |
| Shift Holiday Party/ Lou Malnatis | 202.02 | 01-440-4799 | Misc. | JD01272022- | 1/8/2022 | 03/07/2022 |
| Binders/ Office Depot | 40.17 | 01-440-4411 | Office Expenses | JD01272022- | 1/10/2022 | 03/07/2022 |
| Toner/ Office Depot | 337.54 | 01-440-4411 | Office Expenses | JD01272022- | 1/20/2022 | 03/07/2022 |
| Notary Stamp/ Office Depot | 31.16 | 01-440-4411 | Office Expenses | JD01272022- | 1/21/2022 | 03/07/2022 |
| Creamer/ Office Depot | 53.09 | 01-440-4411 | Office Expenses | JD01272022- | 1/25/2022 | 03/07/2022 |
| Notary Stamp/ Office Depot | 43.85 | 01-440-4411 | Office Expenses | JD01272022- | 1/26/2022 | 03/07/2022 |
| Transcription Service For Interview/ NetTransc | 107.46 | 01-440-4555 | Investigations | JG01272022- | 12/28/2021 | 03/07/2022 |
| TLO Search Database/ TLO Transunion | 160.00 | 01-440-4555 | Investigations | JG01272022- | 1/4/2022 | 03/07/2022 |
| Crisis Negotiator Conf/ FSP IL Crisis | 300.00 | 01-440-4370 | Conferences & Travel | JG01272022- | 1/7/2022 | 03/07/2022 |
| Holiday Party Beverages/ Target | 28.23 | 01-440-4799 | Misc. | JG01272022- | 1/19/2022 | 03/07/2022 |
| Holiday Party Food/ Mission BBQ | 233.84 | 01-440-4799 | Misc. | JG01272022- | 1/19/2022 | 03/07/2022 |
| Holiday Party Dessert/ Nothing Bundt Cake | 81.92 | 01-440-4799 | Misc. | JG01272022- | 1/20/2022 | 03/07/2022 |

| Description | Amount | Account | Acct Name | Invoice # | Inv Date | Pmt Date |
|--|----------|-------------|------------------------------|--------------|------------|------------|
| Investigations App/ Apple.com | 10.61 | 01-440-4555 | Investigations | JG01272022-1 | 1/25/2022 | 03/07/2022 |
| Training/ Force Science Institute | 1,650.00 | 01-440-4380 | Training | JG01272022-1 | 1/24/2022 | 03/07/2022 |
| Postage For A/E Contract/ USPS | 26.95 | 01-440-4505 | Postage | JL01272022-C | 1/20/2022 | 03/07/2022 |
| Employee Holiday Party/ Wingstop | 65.77 | 01-440-4799 | Misc. | MQ01272022 | 12/31/2021 | 03/07/2022 |
| Employee Holiday Party/ Nothing Bundt Cakes | 103.78 | 01-440-4799 | Misc. | MQ01272022 | 12/31/2021 | 03/07/2022 |
| Evidence Processing/ B&H Photo | 159.01 | 01-440-4557 | Evidence Processing | MQ01272022 | 12/31/2021 | 03/07/2022 |
| Employee Holiday Party/ Jewel | 43.14 | 01-440-4799 | Misc. | MQ01272022 | 1/3/2022 | 03/07/2022 |
| Employee Holiday Party/ Sharkos | 270.75 | 01-440-4799 | Misc. | MQ01272022 | 1/3/2022 | 03/07/2022 |
| Flow Meter Repair Kits/ Equipsolutions LLC | 1,709.42 | 60-445-4567 | Treatment Plant Repair/Maint | PY01272022- | 12/30/2021 | 03/07/2022 |
| Lunch For Crew/ McDonalds | 27.32 | 60-445-4799 | Misc. Expenditures | PY01272022- | 1/12/2022 | 03/07/2022 |
| Water Bill Security Box/ Locking Security Mail | 968.99 | 60-445-4870 | Equipment | PY01272022- | 1/20/2022 | 03/07/2022 |
| Luncheon- Hannah/ Maggianos | 322.28 | 01-430-4799 | Misc. | SB01272022- | 1/17/2022 | 03/07/2022 |
| Giftcard For Hannah/ The Graceful Ordinary | 100.00 | 01-430-4799 | Misc. | SB01272022- | 1/21/2022 | 03/07/2022 |
| Luncheon- Hannah/ Maggianos | 352.27 | 01-430-4799 | Misc. | SB01272022- | 1/21/2022 | 03/07/2022 |
| Membership- Hannah, Ganster, Flatt/ IGFOA | 450.00 | 01-430-4390 | Dues & Meetings | WH01272022 | 12/29/2021 | 03/07/2022 |
| Job Post/ IGFOA | 250.00 | 01-430-4506 | Publishing/Advertising | WH01272022 | 1/3/2022 | 03/07/2022 |
| IPASS Fees/ Tollway | 20.00 | 01-445-4799 | Misc. Expenditures | WH01272022 | 1/21/2022 | 03/07/2022 |

Total: 12,223.24 *Vendor Total

Frank Marshall Electric

028510

| | | | | | | |
|----------------------|--------|-------------|-----------------------------|-------|-----------|------------|
| Boardroom Lights- VH | 262.00 | 01-445-4520 | Public Buildings Rpr & Mtce | 91145 | 2/15/2022 | 03/07/2022 |
|----------------------|--------|-------------|-----------------------------|-------|-----------|------------|

Total: 262.00 *Vendor Total

Frega Painting & Decorating Inc.

041770

| | | | | | | |
|---------------------------------|--------|-------------|------------------------------|------|-----------|------------|
| Paint New Section Of Floor- WTP | 175.00 | 60-445-4567 | Treatment Plant Repair/Maint | 1508 | 2/17/2022 | 03/07/2022 |
|---------------------------------|--------|-------------|------------------------------|------|-----------|------------|

Total: 175.00 *Vendor Total

Grin And Wear It

047230

| | | | | | | |
|------------------------------------|--------|-------------|----------------------------|----------|-----------|------------|
| Face Paint Overtime (3 hours) 2021 | 350.00 | 15-430-4751 | North Aurora Days Expenses | 02172022 | 2/17/2022 | 03/07/2022 |
|------------------------------------|--------|-------------|----------------------------|----------|-----------|------------|

Total: 350.00 *Vendor Total

Illini Power Products Company

467624

| | | | | | | |
|------------------------------------|--------|-------------|------------------------------|------------|-----------|------------|
| Trouble Shoot Transfer Switch- ETP | 785.00 | 60-445-4567 | Treatment Plant Repair/Maint | SWO033161- | 2/21/2022 | 03/07/2022 |
|------------------------------------|--------|-------------|------------------------------|------------|-----------|------------|

| | | | | | | |
|------------------------------------|--------|-------------|------------------------------|------------|-----------|------------|
| Grease & Work Transfer Switch- ETP | 770.00 | 60-445-4567 | Treatment Plant Repair/Maint | SWO033368- | 2/21/2022 | 03/07/2022 |
|------------------------------------|--------|-------------|------------------------------|------------|-----------|------------|

Total: 1,555.00 *Vendor Total

Illinois Section American WWA

025350

| | | | | | | |
|-----------------------------------|--------|-------------|----------------------|-----------|-----------|------------|
| Water Conf '22 Registration- Cook | 400.00 | 60-445-4370 | Conferences & Travel | 200070066 | 2/23/2022 | 03/07/2022 |
|-----------------------------------|--------|-------------|----------------------|-----------|-----------|------------|

Total: 400.00 *Vendor Total

Illinois State Police Bureau of

041810

| | | | | | | |
|--------------|-------|-------------|-------|-------------|----------|------------|
| Fingerprints | 52.50 | 01-440-4799 | Misc. | COST CTR 0: | 1/1/2022 | 03/07/2022 |
|--------------|-------|-------------|-------|-------------|----------|------------|

| Description | Amount | Account | Acct Name | Invoice # | Inv Date | Pmt Date |
|--|-----------|---------------|----------------------------|-------------|-----------|------------|
| Total: | 52.50 | *Vendor Total | | | | |
| Janco Chemical Supply, Inc | | | | | | |
| 000660 | | | | | | |
| Paper Towels, Hand Soap- PD | 177.35 | 01-445-4421 | Custodial Supplies | 286751 | 2/17/2022 | 03/07/2022 |
| Total: | 177.35 | *Vendor Total | | | | |
| JSN Contractors Supply | | | | | | |
| 041440 | | | | | | |
| Hoses | 244.50 | 01-445-4511 | Vehicle Repair and Maint | 85187 | 2/17/2022 | 03/07/2022 |
| Total: | 244.50 | *Vendor Total | | | | |
| Kane County Animal Control | | | | | | |
| 031620 | | | | | | |
| Animal Control | 100.00 | 01-440-4523 | Animal Control | 02102022 | 2/10/2022 | 03/07/2022 |
| Total: | 100.00 | *Vendor Total | | | | |
| Kiesler's Police Supply, Inc. | | | | | | |
| 039910 | | | | | | |
| Ammunition | 2,000.00 | 01-440-4383 | Firearm Training | IN182230 | 1/24/2022 | 03/07/2022 |
| Total: | 2,000.00 | *Vendor Total | | | | |
| Kimberly Jesseman | | | | | | |
| 041990 | | | | | | |
| Water Credit Refund | 34.50 | 60-320-3340 | Water Collections | 02172022 | 2/17/2022 | 03/07/2022 |
| Sewer Maint Credit Refund | 1.20 | 18-320-3350 | Sewer Collection | 02172022-02 | 2/17/2022 | 03/07/2022 |
| Total: | 35.70 | *Vendor Total | | | | |
| Lauren Williams | | | | | | |
| 468221 | | | | | | |
| Water Credit Refund | 34.10 | 60-320-3340 | Water Collections | 02172022 | 2/17/2022 | 03/07/2022 |
| Total: | 34.10 | *Vendor Total | | | | |
| Layne Christensen Company | | | | | | |
| 025170 | | | | | | |
| Well #9 Repair | 10,767.77 | 60-445-4565 | Water Well Rpr & Mtce | 2166960 | 1/21/2022 | 03/07/2022 |
| Well #9 Repair | 24,199.35 | 60-445-4565 | Water Well Rpr & Mtce | 2178609 | 2/15/2022 | 03/07/2022 |
| Total: | 34,967.12 | *Vendor Total | | | | |
| Long Supply Inc | | | | | | |
| 468269 | | | | | | |
| New 1/2" Impact Drill For Valve Repair | 505.00 | 60-445-4568 | Watermain Rprs. & Rplcmts. | 1255841 | 2/21/2022 | 03/07/2022 |
| Total: | 505.00 | *Vendor Total | | | | |

| Description | Amount | Account | Acct Name | Invoice # | Inv Date | Pmt Date |
|--|-----------|----------------------|-----------------------------|-------------|-----------|------------|
| Menards | | | | | | |
| 016070 | | | | | | |
| Winshield Cleaner | 36.41 | 01-445-4511 | Vehicle Repair and Maint | 79066 | 2/16/2022 | 03/07/2022 |
| Broom- PW Garage | 14.16 | 01-445-4870 | Equipment | 79081 | 2/16/2022 | 03/07/2022 |
| Cleaning Equipment | 21.81 | 01-445-4421 | Custodial Supplies | 79143 | 2/17/2022 | 03/07/2022 |
| Ant Baits | 16.98 | 01-445-4520 | Public Buildings Rpr & Mtce | 79432-01 | 2/23/2022 | 03/07/2022 |
| Blower, Oil | 255.98 | 01-445-4870 | Equipment | 79432-02 | 2/23/2022 | 03/07/2022 |
| Total: | 345.34 | *Vendor Total | | | | |
| METRONET | | | | | | |
| 467874 | | | | | | |
| Phone, Internet 2/24 - 3/23 | 789.30 | 01-430-4652 | Phones and Connectivity | 02242022-01 | 2/24/2022 | 03/07/2022 |
| Phone, Internet 2/24 - 3/23 | 650.55 | 01-445-4652 | Phones and Connectivity | 02242022-02 | 2/24/2022 | 03/07/2022 |
| Phone, Internet 2/24 - 3/23 | 725.90 | 60-445-4652 | Phones and Connectivity | 02242022-03 | 2/24/2022 | 03/07/2022 |
| Phone, Internet 2/24 - 3/23 | 589.26 | 01-441-4652 | Phones and Connectivity | 02242022-04 | 2/24/2022 | 03/07/2022 |
| Phone, Internet 2/24 - 3/23 | 1,787.07 | 01-440-4652 | Phones and Connectivity | 02242022-05 | 2/24/2022 | 03/07/2022 |
| Total: | 4,542.08 | *Vendor Total | | | | |
| North Aurora NAPA, Inc. | | | | | | |
| 038730 | | | | | | |
| Filters | 913.81 | 01-445-4511 | Vehicle Repair and Maint | 403269 | 2/14/2022 | 03/07/2022 |
| Hose, Fittings, Adapters | 145.90 | 01-445-4511 | Vehicle Repair and Maint | 403270 | 2/14/2022 | 03/07/2022 |
| Funnel | 8.48 | 01-445-4870 | Equipment | 403592 | 2/17/2022 | 03/07/2022 |
| Total: | 1,068.19 | *Vendor Total | | | | |
| Office Depot | | | | | | |
| 039370 | | | | | | |
| Office Supplies | 12.51 | 01-430-4411 | Office Expenses | 22333920600 | 2/7/2022 | 03/07/2022 |
| Office Supplies | 12.51 | 01-445-4411 | Office Expenses | 22333920600 | 2/7/2022 | 03/07/2022 |
| Office Supplies | 12.51 | 60-445-4411 | Office Expenses | 22333920600 | 2/7/2022 | 03/07/2022 |
| Office Supplies | 12.52 | 01-441-4411 | Office Expenses | 22333920600 | 2/7/2022 | 03/07/2022 |
| Office Supplies | 69.00 | 60-445-4411 | Office Expenses | 22743887200 | 2/11/2022 | 03/07/2022 |
| Total: | 119.05 | *Vendor Total | | | | |
| Pyrotecnico Firewoks Inc | | | | | | |
| 468272 | | | | | | |
| July 3rd Fireworks- 50% Deposit | 14,375.00 | 01-490-4758 | Fireworks | 02232022 | 2/23/2022 | 03/07/2022 |
| Total: | 14,375.00 | *Vendor Total | | | | |
| Rempe Sharpe & Associates | | | | | | |
| 000970 | | | | | | |
| Eng Svcs- AT&T Review/ Dec 2021 | 6,000.00 | 90-000-e267 | Velex - AT&T Antenna | 82301 | 2/9/2022 | 03/07/2022 |
| Total: | 6,000.00 | *Vendor Total | | | | |
| Ronald R. Lemen | | | | | | |
| 030560 | | | | | | |
| July 3rd Sound & Lights For Band/ Fireworks- | 900.00 | 01-490-4758 | Fireworks | 02220222 | 2/22/2022 | 03/07/2022 |

| Description | Amount | Account | Acct Name | Invoice # | Inv Date | Pmt Date |
|---|------------|----------------------|-------------------------|-------------------------|-----------|------------|
| <hr/> | | | | | | |
| Total: | 900.00 | *Vendor Total | | | | |
| Ross Schnyder & Michelle Becker | | | | | | |
| 468270 | | | | | | |
| Water Credit Refund | 8.00 | 60-320-3340 | Water Collections | 02172022 | 2/17/2022 | 03/07/2022 |
| <hr/> | | | | | | |
| Total: | 8.00 | *Vendor Total | | | | |
| Tri-County Excavation & Construction | | | | | | |
| 027350 | | | | | | |
| Snow Plowing 2/17 | 16,803.50 | 01-445-4538 | Snow Removal | 22-02-9129 | 2/21/2022 | 03/07/2022 |
| <hr/> | | | | | | |
| Total: | 16,803.50 | *Vendor Total | | | | |
| Uline, Inc | | | | | | |
| 468220 | | | | | | |
| Foam Soap- VH | 347.55 | 01-445-4421 | Custodial Supplies | 145196538 | 2/16/2022 | 03/07/2022 |
| <hr/> | | | | | | |
| Total: | 347.55 | *Vendor Total | | | | |
| Verizon Wireless | | | | | | |
| 025430 | | | | | | |
| Cell Phone 2/13 - 3/12 | 36.01 | 01-430-4652 | Phones and Connectivity | 9899481613-(C 2/12/2022 | | 03/07/2022 |
| Cell Phone 2/13 - 3/12 | 47.34 | 01-445-4652 | Phones and Connectivity | 9899481613-(C 2/12/2022 | | 03/07/2022 |
| Cell Phone 2/13 - 3/12 | 67.78 | 01-440-4652 | Phones and Connectivity | 9899481613-(C 2/12/2022 | | 03/07/2022 |
| Cell Phone 2/13 - 3/12 | 69.06 | 01-430-4652 | Phones and Connectivity | 9899481614-(C 2/12/2022 | | 03/07/2022 |
| Cell Phone 2/13 - 3/12 | 157.47 | 01-445-4652 | Phones and Connectivity | 9899481614-(C 2/12/2022 | | 03/07/2022 |
| Cell Phone 2/13 - 3/12 | 96.36 | 60-445-4652 | Phones and Connectivity | 9899481614-(C 2/12/2022 | | 03/07/2022 |
| Cell Phone 2/13 - 3/12 | 89.35 | 01-441-4652 | Phones and Connectivity | 9899481614-(C 2/12/2022 | | 03/07/2022 |
| Cell Phone 2/13 - 3/12 | 191.53 | 01-440-4652 | Phones and Connectivity | 9899481614-(C 2/12/2022 | | 03/07/2022 |
| Cell Phone 2/13 - 3/12 | 91.39 | 01-430-4652 | Phones and Connectivity | 9899481615-(C 2/12/2022 | | 03/07/2022 |
| Cell Phone 2/13 - 3/12 | 183.13 | 01-445-4652 | Phones and Connectivity | 9899481615-(C 2/12/2022 | | 03/07/2022 |
| Cell Phone 2/13 - 3/12 | 149.50 | 60-445-4652 | Phones and Connectivity | 9899481615-(C 2/12/2022 | | 03/07/2022 |
| Cell Phone 2/13 - 3/12 | 240.56 | 01-440-4652 | Phones and Connectivity | 9899481615-(C 2/12/2022 | | 03/07/2022 |
| <hr/> | | | | | | |
| Total: | 1,419.48 | *Vendor Total | | | | |
| Weblinx Incorporated | | | | | | |
| 031420 | | | | | | |
| Website Maint- February 2022 | 200.00 | 01-430-4512 | Website Maintenance | 31123 | 2/3/2022 | 03/07/2022 |
| <hr/> | | | | | | |
| Total: | 200.00 | *Vendor Total | | | | |
| <hr/> | | | | | | |
| Report Total: | 154,662.46 | | | | | |



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 (LSLR) 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 water service line replacement was an acceptable use. Staff is continuing with its lead water service line inventory and working towards the development of a long term LSLR program. Staff is also planning to investigate other funding sources outside of ARPA as other funding options may be available.

While we are working on the development of that program, the LSLR Act requires more immediate short term action. According to the LSLR Act, when lead service lines are encountered we have 30 days to replace the line. In order to comply, staff is requesting the authority to expend Village 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 other funding sources. 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.

This item was brought before the Village Board at the February 21, 2022 Committee of the Whole meeting where the Board expressed their approval to grant the Village Administrator approval to expend funds to replace lead service lines to remain in compliance with the LSLR Act.

VILLAGE OF NORTH AURORA

RESOLUTION NO. _____

A RESOLUTION FOR THE AUTHORIZATION TO EXPEND VILLAGE FUNDS TO REPLACE LEAD SERVICE LINES ON PRIVATE PROPERTY

WHEREAS, the State of Illinois adopted the Lead Service Line Replacement and Notification Act which requires owners and operators of community water supplies to develop, implement and maintain a comprehensive water service line material inventory and comprehensive lead service line replacement plan; and,

WHEREAS, per the Act, if it is discovered that a service line is lead during a maintenance activity or emergency repairs, the Village has 30 days to replace the lead service line; and,

WHEREAS, to remain in compliance with the State Act, the Village is seeking to allow the Village Administrator the authority to expend Village funds to replace lead service lines on private property;

WHEREAS, if the spending amount goes over the Village Administrator's spending authority of \$15,000, the project will be approved and brought to the Board retroactively;

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of North Aurora, Kane County, Illinois as follows:

1. That the Village of North Aurora authorizes the Village Administrator to expend Village funds for the replacement of discovered lead service lines on private property.

2. This Resolution shall take immediate force and effect from and after its passage and approval as provided by law.

Presented to the Board of Trustees of the Village of North Aurora, Kane County, Illinois this _____ day of _____, 2022, A.D.

Passed by the Board of Trustees of the Village of North Aurora, Kane County, Illinois this _____ day of _____, 2022 A.D.

Mark Carroll _____

Laura Curtis _____

Mark Guethle _____

Michael Lowery _____

Todd Niedzwiedez _____

Carolyn Bird Salazar _____

Approved and signed by me as President of the Board of Trustees of the Village of North Aurora, Kane County, Illinois this _____ day of _____, 2022 A.D.

Village President Mark Gaffino

ATTEST:

Jessi 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 22, 2022

Re: Request Authorization of a Purchase of a Leaf Collection Machine

At the February 21, 2022 Committee of the Whole meeting, Village staff presented an overview of the leaf collection program which included the leaf pick up options available to residents, the standards we try to maintain, the challenges with the program, and the areas where we believe we can gain some efficiency.

After examining some of the challenges of the program, staff identified the most effective way to gain operation efficiency and improve program performance would be to purchase a fourth leaf collection machine and leaf collection box. This would allow staff to ramp up operations at times in the program where volume is simply too great for only two crews to meet demand and still remain on schedule and still have a back-up machine if necessary.

Since we believe the efficiency of the program could be improved with the addition of a fourth machine, staff solicited quotes from the two closest leaf collection machine manufacturers, Bonnell in Dixon, Illinois and Dinkmar in Galion, Ohio. Bonnell has a used machine available now for \$80,092.00 and a new machine for \$100,592.80. Dinkmar did not have any used machines available, but did have a machine in production that could be delivered by October for \$67,505.00.

Since these machines have a long lead time and we would like to acquire the machine in time for the 2022 leaf season, we are requesting authorization to sign a quote to commit to the purchase of the Dinkmar leaf vactor in the amount of \$67,505.00 for the future fiscal year 2022-2023 budget. If the Village were to authorize the purchase in early March, Dinkmar has indicated that delivery could be made by October 1, in time for the beginning of the 2022 leaf collection program.



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 & 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.

Ma Maw's Kitchen & Concessions' supplemental video gaming liquor license application was presented to the Village Board at the February 21, 2022 Committee of the Whole meeting and the Trustees did not have any concerns.

Please see the attached resolution approving the supplemental video gaming liquor license for Ma Maw's Kitchen & Concessions.

**VILLAGE OF NORTH AURORA
RESOLUTION NO. _____**

**A RESOLUTION FOR THE APPROVAL OF A SUPPLEMENTAL VIDEO GAMING LIQUOR LICENSE FOR
MA MAW'S KITCHEN & CONCESSIONS (227 SOUTH LINCOLNWAY)**

WHEREAS, the Village of North Aurora established a Supplemental Video Gaming Liquor License under Ordinance No. 21-12-06-01; and,

WHEREAS, according to the Village's Liquor Code any business seeking a Supplemental Video Gaming Liquor License in its first year must obtain Village Board approval; and,

WHEREAS, Ma Maw's Kitchen & Concessions, 227 South Lincolnway, applied for a Supplemental Video Gaming License.

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of North Aurora, Kane County, Illinois as follows:

1. Ma Maw's Kitchen & Concessions is approved for a Supplemental Video Gaming Liquor License per the following conditions:
 - a) The business adheres to all Village Liquor Code requirements
 - b) The mobile food truck trailer is not utilized for any type of cooking or food preparation at the business location
 - c) The mobile food truck trailer is parked on a hard surface adjacent to the side or back of the building and not parked in front of the building
2. This Resolution shall take immediate force and effect from and after its passage and approval as provided by law.

Presented to the Board of Trustees of the Village of North Aurora, Kane County, Illinois this ____ day of _____, 2022, A.D.

Passed by the Board of Trustees of the Village of North Aurora, Kane County, Illinois this ____ day of _____, 2022 A.D.

Mark Carroll _____

Laura Curtis _____

Mark Guethle _____

Michael Lowery _____

Todd Niedzwiedz _____

Carolyn Bird Salazar _____

Approved and signed by me as President of the Board of Trustees of the Village of North Aurora, Kane County, Illinois this ____ day of _____, 2022 A.D.

Village President Mark Gaffino

ATTEST:

Jessi Watkins, Village Clerk



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:

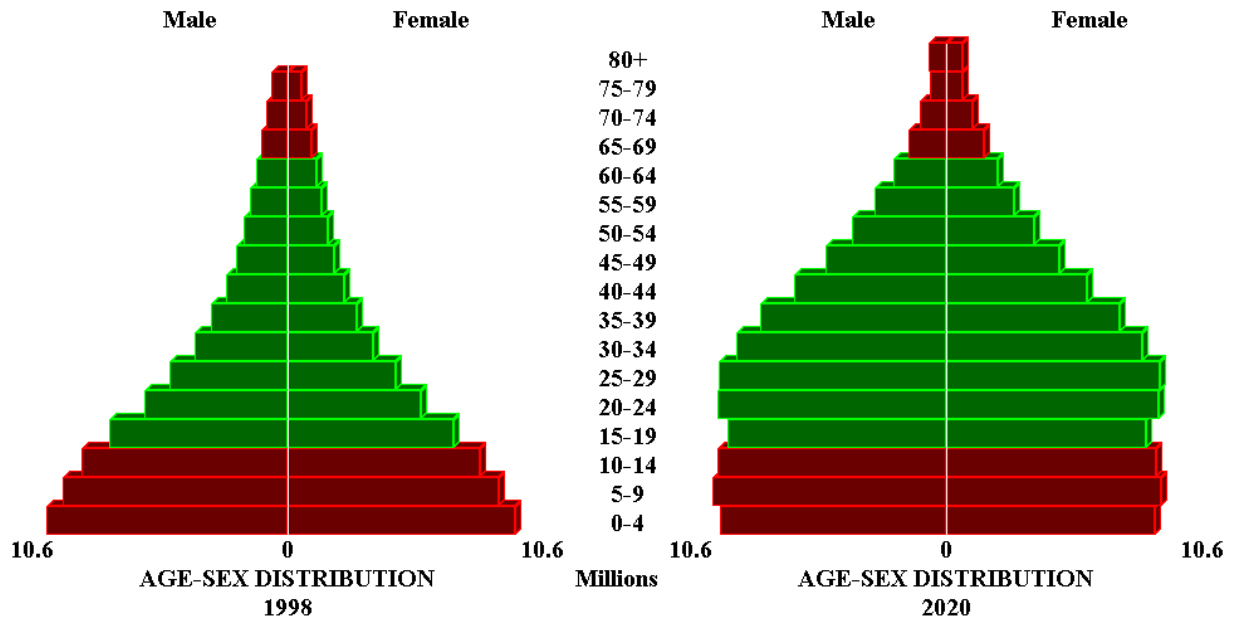
- **Little barriers to entry allows immediate business opportunities**
- **Offer additional catering services**

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

Dietary shift cannot be over-emphasized, and the future growth of the rest of the foodservice

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

The location is 227 S Lincolnway North Aurora IL near shopping and a busy intersection. Our preference for location is potentially reaching larger traffic and diverse demographics.

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.

MAIN COMPETITORS

Industry Analysis

Analysis of competitor:

- MacDonald's
- Taco Bell
- Bruno's
- A & W
- Horner's



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 for the Illinois workforce which represents 561,200 food service and restaurant jobs. The association also project \$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 resident's 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

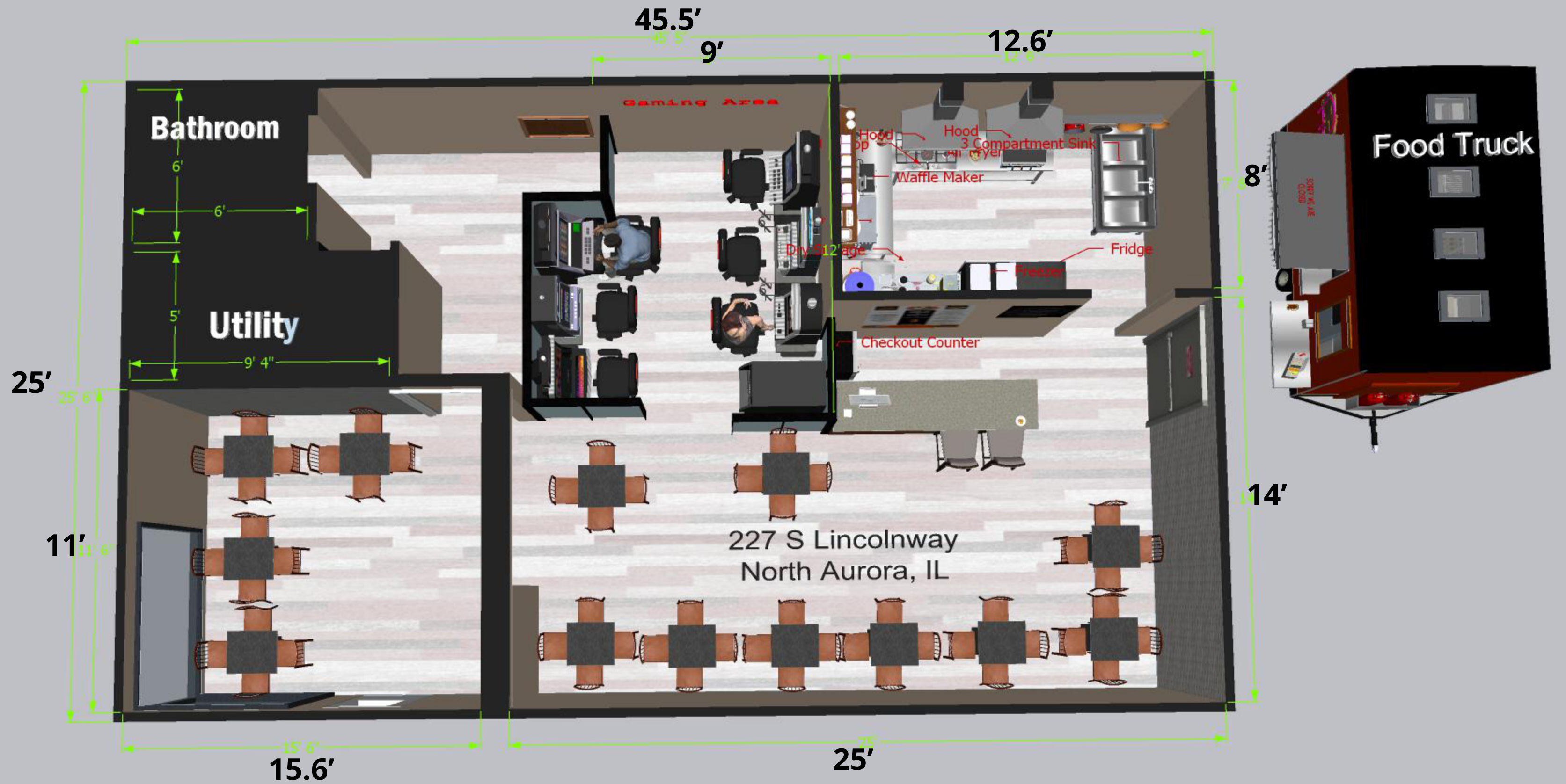
We will differentiate ourselves with SERVICE! We will establish our business offering as a clear and viable alternative for our target market.

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



Memorandum

To: Village President and Village Board of Trustees

Cc: Steve Bosco, Village Administrator

From: Natalie Stevens, Executive Assistant

Date: March 1, 2022

Re: Goodwin Elementary School 5k/Fun Run

Attached is a Special Event Permit application submitted by Tiffanie Salach on behalf of Goodwin Elementary School seeking a special events permit from the Village of North Aurora for a 5k / fun run they are hosting at Goodwin Elementary School, 18 Poplar Place.

The event will take place on Saturday, April 23, 2022 from 8am to 12pm and will remain entirely on the school grounds. The event requires a Special Event permit due to the fact there will be loudspeakers and a DJ for the duration of the event and Village Code does not allow for sound amplification without a permit until after the hour of 10am on a Saturday.

The event host has indicated they may also be reaching out to the North Aurora Police Department CERT officers to be on site for the event.



**VILLAGE OF
NORTH
AURORA**
Crossroads on the Fox

25 East State Street, North Aurora, IL 60542
P: 630.897.8228 F: 630.897.8258
www.northaurora.org

SPECIAL EVENT PERMIT APPLICATION

THIS FORM MUST BE COMPLETED IN FULL & SUBMITTED ONE WEEK PRIOR TO THE NEXT SCHEDULED VILLAGE BOARD MEETING TO THE ATTENTION OF THE VILLAGE ADMINISTRATOR

Please note: Block Parties require a separate Block Party Permit be obtained through the North Aurora Police Department. Parades or carnivals require a separate permit be obtained through the Village Administrator's office

Application Date: 2/24/22
Name of Event: Goodwin Fun Run
Type of Event: ☒ Festival ☐ Grand Opening ☐ Backyard Party ☐ Other
Location of Event: Goodwin Elementary School
Date(s) of Event: April 23, 2022 Hours of Event: 8AM to 12PM
Event / Organization Website (if applicable): _____

Purpose of the event: We will be hosting a 5K Run/Walk on school grounds to raise money for the Goodwin PTO. The entire event will take place on Goodwin property.
Name of sponsoring organization (if applicable): Goodwin Elementary School PTO
(List the organization's legal status, i.e. Partnership, Corporation, LLC, etc.) Non-for-profit: Yes ☒ No ☐

Contact person: Tiffanie Salah

Contact person address: _____

City: _____ Sta. _____ Zip: _____

Home Phone: _____ Cell Phone: _____ E-mail: _____

Organization address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Will you be using speakers and/or sound equipment at your event? ☒ YES ☐ NO

If yes, you must adhere to the Village of North Aurora Noise Ordinance (the North Aurora Noise Ordinance, Title 8, Chapter 8.2 of the Municipal Code is available on-line at www.vil.north-aurora.il.us)

Will alcohol be sold at your event? ☐ YES ☒ NO

If yes, you must submit a completed **Special Event Liquor License Application** prior to the event for approval. Please contact the Village Administrator for details on obtaining a Special Events Liquor License.



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Will you serve food at your event? ☒ YES ☐ NO

If yes, Kane County Health Dept. requirements must be met. Kane County Health Dept. 1240 N Highland Ave, Aurora, IL 60506 - (630) 208-3801 www.kanehealth.com

Does your event include the use of a tent or an inflatable device over 400 square feet? ☐ YES ☒ NO

*If yes, approval from the North Aurora Fire Protection District may be required for non-residential events
North Aurora Fire District, 2 Monroe St, North Aurora, IL 60542 - (630) 897-9698 <http://www.nafd.org>*

Upon submitting a completed and signed application along with all required documentation, Village staff will review the application. The Village Administrator will notify you if the event has been approved. **Please do not assume that all aspects of the event will be approved; you may be asked to make some changes to your plan based on the availability of services and scheduling of other events.**

The Village of North Aurora reserves the right to cancel any event at any time for reasons deemed necessary by the Village Board of Trustees.

Submit All COMPLETED Applications to:

Village of North Aurora
Attn: Steve Bosco, Village Administrator
25 E. State St.
North Aurora, IL 60542
Phone: (630) 897-8228, ext. 233
Fax: (630) 897-8258
sbosco@northaurora.org

The person(s) having executed this application states the information set forth herein is true and correct to the best of his/her/their knowledge and belief.

The undersigned hereby makes application for a Special Events Permit pursuant to the provisions of the North Aurora Village Code in the Village of North Aurora, County of Kane, Illinois and all amendments thereto now in force and effect. The undersigned further acknowledges that he/she/they have read, understand, and will obey the provisions of the North Aurora Village Code as pertaining to this application and subsequent applications.

Dated this 24 day of February, 20 22



Signature of Organizer / Applicant



VILLAGE OF
**NORTH
AURORA**
Crossroads on the Fox

25 East State Street, North Aurora, IL 60542
P: 630.897.8228 F: 630.897.8258
www.northaurora.org

HOLD HARMLESS RELEASE

The Village of North Aurora is not responsible for any accidents or damages to persons or property resulting from a special event; the event coordinator for the sponsoring organization is responsible for ensuring that the organization, event participants and spectators abide by all above conditions, ordinances, village codes and requirements.

The applicant agrees that it will indemnify, hold harmless and defend the Village of North Aurora, its agents, officials, and employees, for and against all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, costs and expenses, including reasonable attorney fees, arising from or in any way related to the organizer's event.

I have the authority from my organization to sign and submit this application on their behalf. I agree to inform the Village of North Aurora of any changes in the application at least 10 days prior to the event. I agree to the terms and conditions listed above.

Tiffanie Salaeh

Name of Organizer / Applicant (please print)

Tiffanie Salaeh

Signature of Organizer / Applicant

2-24-22

Date

Department: General

Name: Tiffanie Salach

Phone:

Email:

Message: Hi,

I am writing on behalf of the Goodwin Elementary School PTO. We will be hosting a Fun Run on April 23rd from 8-11 AM. We will not be using any streets, so we will not need any blocked off. We will be having a DJ, so I wanted to find out if I needed to fill out a special event permit for this.

We would also be interested in having some CERT officers at the event. Please let me know how to go about securing that as well.

Thank you,
Tiffanie Salach