



Meeting Agenda

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Committee of the Whole

Tuesday, May 20, 2025

[immediately following Village Board Meeting]

CALL TO ORDER

ROLL CALL

APPROVAL OF THE MINUTES

1. **Approval of the Minutes** for the meeting of the Committee of the Whole from **May 6, 2025**.

PUBLIC COMMENT (limited to 3 minutes per speaker)

OLD BUSINESS

NEW BUSINESS

2. Biennial Nomination and **Selection of Chairperson** for the Committee of the Whole.
3. **Discussion and Recommendation** of Bid Specifications and Bid Letting for **Class "D" Patching Program** (2025).
4. **Discussion and Recommendation of a Text Amendment** revising the Village of Roscoe Zoning Ordinance **Article XIII** relating to **Planned Unit Developments**.

ZBA recommends approval voting 5-0-0 on May 14, 2025

5. **Discussion** of the current hours of operation for Village parks, as established in Section 5-1 of the Village Code of Ordinances.
6. **Discussion** of the Village's Economic Development Consulting Services for the Village of Roscoe, and the existing professional services agreement with Place Foundry, LLC to provide on-call economic development consulting services to the Village of Roscoe.

PUBLIC COMMENT (limited to 3 minutes per speaker)

PRESENTATIONS

7. Presentation and Discussion of the **Village's Code Enforcement Process**.

EXECUTIVE SESSION (IF NECESSARY)

ADJOURNMENT

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Item # 2.

Agenda Item: Biennial Nomination and Selection of Chairperson for the Committee of the Whole.

Date: May 16, 2025

Meeting: COTW – 5/20/2025

Prepared by: Josef Kurlinkus

Department: Administration

Overview/Background Information

Per Section §2-56 of the Village of Roscoe Code of Ordinances, the Chairperson of the Committee of the Whole is to be selected by nomination from any voting member of the Committee, and approved by a majority vote of all voting members. The Chair shall serve a term of no more than two years. Regardless of the term length, a new Chair is to be selected as soon as practicable following the seating of trustees elected in each biennial municipal election.

In recent years, the Village Administrator has routinely served as the de facto chairperson of Committee of the Whole meetings. However, the Village's ordinance contemplates that a member of the Village Board—specifically a trustee—should be appointed to this role through formal nomination and approval by the Committee.

In the event of a resignation, the same selection process shall be used to appoint a new Chair. For individual meetings where the Chair is absent, the Committee may nominate and approve a temporary Chair for the duration of that meeting.

With the recent seating of newly elected trustees, it is now appropriate for the Board to select a new Chairperson for the Committee of the Whole.

Action Required/Recommendation

Proceed with the nomination and selection of a Chairperson pursuant to the procedure established by the Village's Code of Ordinances.

Attachments

Copy of Village Code: Sec. 2-56. - Committee of the Whole.

- (a) *Creation.* The village has established a committee of the whole, of the village board of trustees.
- (b) *General purpose.* The committee of the whole shall be responsible for investigating and issuing recommendations on any issues pertinent to village business or governance, including, but not limited to, matters of capital improvements, finance, village personnel, public safety, public works and parks, economic development, and zoning.
- (c) *Membership and voting.* The committee of the whole shall consist of all six members of the village board of trustees, who shall be full voting members. The village president shall be an ex officio member of the committee, and shall serve in an advisory, non-voting role. In the case of a tie-vote, any such motions, if presented to the village board, shall be presented with neither the positive nor negative recommendation of the committee.
- (d) *Selection of chairperson.* The chair of the committee of the whole shall be selected as follows. The chair of the committee shall be selected after nomination made by any member of the committee, and approval of a majority vote of all voting committee members. The chair's term shall run a maximum of two years. However, irrespective of the chair's tenure of service, a new chairperson shall be selected as soon as practicable after the seating of those trustees elected to office at each biennial municipal election taking place within the village. Should the chair resign, a replacement chair shall be selected in the same manner as the original selection. Should a chair be absent from any particular meeting, the members of the committee shall nominate and select a temporary chair to serve for that meeting.
- (e) *Agenda items.* Upon the request of the village administrator, the village president, or any village trustee, the village clerk shall place upon the committee agenda any item for discussion that pertains to, or is relevant to, the business or governance of the village.
- (f) *Reports to the board.* The committee of the whole shall submit for action, its findings and recommendations to the village board of trustees. Such findings shall specifically reflect a positive recommendation, a negative recommendation, or no recommendation.
- (g) *Meetings and schedule.* The committee of the whole shall convene immediately following each regularly scheduled meeting of the village board of trustees, or at such other times as shall be deemed necessary to carry out the functions and duties of the committee.

(Code 2007, § 30.15; Ord. No. 2015-17, 5-21-2015)

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



V I L L A G E of
ROSCOE

Item # 3.

Agenda Item: 2025 Class D Patching Bid Specifications

Date: 05/20/2025

Meeting: Committee of the Whole

Prepared by: Brandon Boggs

Department: Public Works/Engineering

Overview/Background Information

The Public Works Department is submitting the annual Class D Patching Program bid specifications for authorization by the Board to publicly bid the project. This program is intended to repair various types of pavement failures throughout the Village's limits as shown in the project drawings included in the draft bid package.

Key Issues

The Public Works Department is changing the way this project has been bid historically. Before this year, patching locations were not identified until after the bidding process was complete and unit pricing (broken down by various size/depth increments) was submitted by the awarded contractors. As a reminder, the Village did not receive any submitted bids for the 2024 project.

This year, Public Works has identified the patching locations prior to going out for bid to hopefully collect more competitive bids. Using the 2023 bid pricing submitted by contractors, Public Works has estimated that this year's patching locations/sizes will cost roughly \$100,000. Exact contract amounts will not be known until bids are submitted by contractors.

Fiscal Note/Budget Impact

The Village Board has appropriated \$100,000 for the annual Class D Patching Program.

Prior Legislative Actions

N/A

Action Required/Recommendation

Staff recommends approval of the specifications/bid package to move on to final approval at the Village Board meeting on 06/03/2025.

Attachments

Bid Document Draft

REQUEST FOR BIDS
Village of Roscoe, Illinois
10631 Main St.,
P.O. Box 283
Roscoe, IL 61073

THE VILLAGE OF ROSCOE, ILLINOIS HEREBY SOLICITS BIDS FOR LABOR AND MATERIALS FOR THE 2025 CLASS “D” PATCHING PROGRAM.

Intent:

The intent of this Invitation to Bid is to solicit bid proposals from qualified contractors for the installation of Class “D” hot mix asphalt patching.

This bid is open to all contractors engaged in the services specified herein.

Bidders will be required to demonstrate their capability through references or by means acceptable to the Village of Roscoe (hereafter Village). The Village will evaluate all bidders based on the qualifications and criteria set forth in the Village’s Responsible Bidder Ordinance. A copy of the Responsible Bidder Ordinance is available at no cost to all Bidders and may be obtained from the Village Clerk. Bidders are expected to have read and comply with any additional bid requirements set forth in the Responsible Bidder Ordinance.

The Village reserves the right to reject any and all bids, or to accept the proposal(s) deemed most advantageous to the Village.

Bids will be received by the Village Engineer at Roscoe Village Hall at 10631 Main Street, Roscoe, IL 61073 until 10:00 a.m. (local time) on June 16, 2025. All bids will be publicly opened immediately thereafter. Written requests for the bid tabulation can be requested via email at yorengineer@villageofroscoe.com.

Preparation of Bid: The Bidder’s submittal shall include the completed:

- 1) Bid Sheet
- 2) Non-Collusion Affidavit of Prime Bidder
- 3) Statement of Bidder’s Qualifications
- 4) Certificate of Beneficial Interest
- 5) Schedule of Prices

Compliance with Laws: The Bidder shall at all times observe and conform to all laws, ordinances, and regulations of the Federal, State, and local governments, which may in any manner affect the preparation of bids or the performance of the contract. Bidder is expected to have familiarity with all state, local and federal statutes and ordinances pertaining to the industry in which they are involved.

References: Submittals shall include a list of at least 3 references of corporate firms or municipal agencies of a similar size and setup as the Village, who can attest to the Bidder's ability to fulfill this contract in a competent and expeditious manner. Include names, addresses, phone numbers, and the nature and size of past contracts.

Bonds and Insurance:

Successful bidder shall be required to provide all performance and completion bonds as required by State Statute and Village Ordinance. Bonds required shall include, but not are not limited to those required under the Public Construction Bond Act (30 ILCS 550/0.01 et. Seq.)

Contractors shall be required to maintain and furnish to the Village upon request, all workmen's compensation insurance and general liability coverage, which shall name the Village as an additional insured, and which shall include, but not be limited to:

A) Comprehensive general liability: \$2,000,000.00

Prevailing Wage: Not less than the Prevailing Wages as found by the Department of Labor or determined by the court on review shall be paid to laborers, workmen, and mechanics performing work under this contract. *Current standards are available on the Illinois Department of Labor web site at www.state.il.us/agency/idol/ or by calling the Village of Roscoe at 815-623-2829.* (Illinois Prevailing Wage Act - 820 ILCS 130/)

Termination of Contract: The Village reserves the right to terminate in whole or any part of this contract, upon written notice to the Bidder, in the event of default by the Bidder. Default is defined as failure of the Bidder to perform any of the provisions of this contract or failure to make sufficient progress so as to endanger performance of this contract in accordance with its terms. In the event of default and termination, the Village may procure, upon such terms and in such a manner as the Village may deem appropriate, supplies, or services similar to those terminated.

The Bidder shall be liable for any excess costs for such similar supplies or service unless evidence is submitted to the Village that, in the sole opinion of the Village, clearly proves that failure to perform the contract was due to causes beyond the control and without the fault or negligence of the Bidder.

General Notes: Bidders are advised that they must clearly indicate any and all deviations they intend to take from the detailed specification, as written in the bid document, at the time of bid submittal. All exceptions shall be listed on the *Detail Exception Sheet* included with the bid document. The contractor will be responsible for any work that is not acceptable to the Village, and will be responsible for the correction of the condition within 10 days of notification, at no additional cost to the Village.

Inspections: The Village shall have the right to inspect any materials, components, equipment, supplies, services, or completed work specified herein. Any of said items not complying with these specifications are subject to rejection at the option of the Village. Any items rejected shall be removed from the premises of the Village and/or replaced at the entire expense of the successful Bidder.

Change Orders: After the contract award, changes in or additions to the work and/or a change in the amount of money to be paid to the Bidder must be the result of an approved change order

ordered and approved by the designated Village Official(s) and approved by the Village and/or the Village Board.

Contractor Qualifications: Contractor shall hold all licenses, and certifications necessary to legally install all equipment, and do all work as requested in the bid specifications, in the State of Illinois, or shall, at contractor's expense, provide such qualified personnel to perform such installations.

DRAFT

GENERAL SPECIFICATIONS / SCOPE OF WORK

The "Standard Specifications for Road and Bridge Construction" prepared by the Department of Transportation of the State of Illinois and adopted by said Department on January 1, 2022, and the Supplemental Specifications and Recurring Special Provisions prepared by the Department of Transportation of the State of Illinois and adopted on January 1, 2022, by said Department to supplement the "Standard Specifications for Road and Bridge Construction", shall govern the bidding and construction of the proposed improvement. Where the term "Department" appears in the Specifications, the "Village of Roscoe" shall be substituted therefore, and where any term for an employee of the Department is used, the designated Village of Roscoe employee shall be substituted therefore. Herein after the terms "Owner", "Village" or "Engineer" shall mean the Village of Roscoe or its designated representative and the term "Contractor" shall mean the entity that proposes to perform the work herein described or its designated subcontractors.

The following General and Special Provisions supplement the said specifications and, in case of conflict with any part or parts of said specifications, these General and Special Provisions shall take precedence and shall govern:

GENERAL PROVISIONS

LOCATION AND DESCRIPTION OF WORK

The work included in this project generally consists of the construction of Class "D" Hot-Mix Asphalt pavement patching at various locations within the Village of Roscoe as shown on the Bid Drawings and Schedule of Prices. The contract work includes Hot-Mix Asphalt Surface Removal, Aggregate Base Preparation, Hot-Mix Asphalt Binder and Surface Replacement, Traffic Control, and other related work items. The Village has provided a description of required improvements at each location as shown in the Bid Drawings.

COMPLETION OF THE WORK

The Village will notify the contractor to proceed with the work after contracts have been signed by all parties. Once the Village has notified the contractor to proceed, the contractor will be required to complete all work before **September 31, 2025**. In addition to the requirement above, for patches requiring removal of existing pavement (by the contractor or by the Village), the contractor shall replace the pavement within twenty-four (24) hours of pavement removal. Liquidated damages for failure to complete the work on time as indicated above shall be assessed by the Village according to the requirements in Section 108.09 of the Standard Specifications. Should the contractor believe that completion of the work within the specified time is not possible due to weather or other causes beyond his control, a time extension may be requested on a case by case basis. The Contractor shall make such requests to the Village at the earliest opportunity, and the Village will determine if an extension of time will be granted.

CONSTRUCTION STAKING

The Village shall be responsible for marking the various work item pay limits with paint. Any deviation from painted areas will not be accepted for payment without written authorization from the Village.

CONSTRUCTION INSPECTION

The Contractor shall notify the Engineer or designated Village representative a minimum of 48 hours in advance of the start of construction or the continuation of construction following a pause in work. Any work performed without the notification and presence of a Village designated representative to inspect said construction will not be accepted for payment as directed by the Engineer.

CONTRACTOR QUALITY CONTROL

Prior to beginning work, the contractor shall submit to the Engineer the proposed sources of supply for all materials required to perform the work. It shall be the contractor's responsibility to ensure that all materials meet the specifications of Section 106 of the Standard Specifications. The contractor shall maintain a quality control system that will provide reasonable assurance that all Hot-Mix Asphalt placed for the project and related traffic control measures conform to the contract requirements and IDOT Standard Specifications, unless otherwise noted in the Special Provisions. The contractor is responsible for maintaining quality control regardless of the source of materials used. Although guidelines are established and certain requirements are specified, they are minimum and do not relieve the contractor from his responsibility for overall quality control. Any testing that the contractor deems necessary to control the process may be performed at the contractor's option. The contractor shall maintain records and submit reports of quality control (proportioning reports) that shall be acceptable by IDOT. The quality control program shall be considered a part of the contract and no additional compensation shall be made.

QUANTITIES

The locations, measured areas, and scope of the various patching locations are provided on the Schedule of Prices and Project Drawings. Contractor shall submit pricing to complete the full scope of work identified in the Schedule of Prices and Project Drawings for each patching location. The Contractor shall also submit the Total Price for completing all patches in accordance with the contract documents.

SPECIAL PROVISIONS

MOBILIZATION

Refer to Article 671.02 of the Standard Specifications and delete this paragraph in its entirety.
There will be no mobilization payments made on this Project.

TRAFFIC CONTROL

The Contractor will be required to furnish all traffic control devices necessary for the convenience and protection of vehicular and pedestrian traffic. This work shall consist of furnishing, installing and maintaining all signs, signals, temporary pavement markings, other required traffic control markings, barricades, warning lights, flaggers, and other devices which are to be used to regulate, warn or guide traffic during construction of this improvement. All work shall be in conformance with the current edition of the Illinois Department of Transportation's *Manual on Uniform Traffic Control Devices for Street and Highways*. Any work performed shall have traffic control as required in Section 700 of the Standard Specifications, and as per the appropriate IDOT highway standards: 701501-06, 701502-09, 701601-09, 701602-10, 701606-10, 701611-01, 701701-10, 701801-06, and 701901-08. The Contractor will be required to furnish the necessary flaggers as specified in the IDOT standards or as required by the Engineer on a continuous basis whenever construction operations are in progress.

The Contractor will be responsible for the maintenance of all traffic control devices for the duration of the project. The Contractor shall provide the Village with the name, address and telephone number of the person responsible for maintaining the traffic control devices who will be available to the Village on an immediate basis 24 hours a day. All advance warning signs and traffic control devices shall be removed or covered by the Contractor when such signs and devices are not in effect, or at the direction of the Engineer.

All Traffic Control work shall be considered incidental to the contract and no additional compensation shall be made.

SAWCUTTING

All patches shall be sawcut or milled to the limits marked by the Village representative or Engineer to provide a clean and neat edge free of spalling material. If the contractor believes that the condition of the existing roadway limits the ability to provide neat and clean edges via sawcutting, the contractor shall notify the Village representative prior to any work taking place and consideration shall be given following an inspection by the Village representative. All saw cutting work shall be considered incidental to the contract and no additional compensation shall be made.

CONSTRUCTION SEAMS

All paving seams (joints) shall be raked out and rolled according to Section 406 of the Standard Specifications and as directed by the Engineer. No overlapping seams will be allowed. Any seams that fail within the first year after construction will be crack sealed at the Contractor's own expense.

BITUMINOUS MATERIALS (TACK COAT)

This work shall conform to Section 403 of the Standard Specifications. Asphalt RC-70 shall be used. For application on existing or new Bituminous or PCC Base Courses, the Tack Coat shall be applied at 0.025-.05 lb/sf. The bituminous materials (Tack Coat) shall be considered incidental to the project and no additional compensation shall be made.

AGGREGATE BASE REPAIR

When areas of needed base repair are identified by the Contractor and/or Village, the Contractor shall furnish all labor, equipment, and materials necessary to remove the entire cross-section of the existing base, and furnish, place, prepare, grade and compact the exposed sub-grade and new aggregate base. Furnished base material shall be CA-6. The minimum base thickness of aggregate base for this work shall be 8", the maximum 12". In the event of discovery of unsuitable subgrade, the Village shall take additional measures, which may include additional services from the CONTRACTOR to be negotiated at that time. All work shall be constructed in accordance with Sections 301 and 351 of the Standard Specifications. AGGREGATE BASE REPAIR shall not be completed without the approval of the Village following an inspection of the identified locations completed by Village personnel. This work will be paid for through Time & Materials (T&M) when deemed necessary by the Village and/or Contractor.

HOT-MIX ASPHALT SURFACE COURSE REMOVAL

This work shall be done in accordance to Section 440 of the Standard Specifications. Where directed by the Engineer, the existing bituminous pavement shall be removed to a sufficient depth as necessary to provide an adequate surface for proper patch placement as directed by the Engineer and as described in the Project Drawings and Schedule of Prices. Removal areas will be marked in the field by the Engineer or designated Village representative. No additional compensation will be allowed for removal outside of the areas marked for removal. The contractor shall remove the cuttings immediately behind the grinding machine. The removed material shall be disposed of by the contractor off site. The Village may request that the grindings be stockpiled at a particular location for future use by the Village. All loose or disintegrated pavements below the required removal depth shall be removed by a method approved by the Engineer. Before the contractor places a tack coat on the street surface, the street shall be swept with a power sweeper and or a power broom. Flushing into the Village's storm sewer system as a means of clean-up will not be allowed. When required according to the scope provided in the Schedule of Prices, costs for HMA SURFACE COURSE REMOVAL shall be included in the total price per patching location.

CLASS D PATCHES (3")**CLASS D PATCHES (4")**

This work shall be constructed in accordance with Section 442 of the Standard Specifications. At locations specified by the Village, the contractor shall furnish all labor, equipment, and materials necessary to saw cut, remove and dispose of the existing pavement, prepare, grade and compact the existing aggregate base, apply bituminous materials (prime coat), replace the Hot-Mix Asphalt pavement and compact, and all other work necessary to complete the Class D Patches. Surface Course shall be mixture composition IL-9.5 or IL-12.5, Mix D, N50. Four (4) inch patches will be required to include 2.25" of IL-19.0 Binder Course and 1.75" of HMA Surface Course unless otherwise specified by the Village. Recycled materials will be allowed and must conform to all IDOT specifications. Mix designs and materials inspection reports must be submitted to the Village for approval prior to the Notice to Proceed of contract. In areas where the pavement removal depth exceeds the specified 2-inch or 3-inch depth, leveling binder shall be used to fill these voids. This work will be measured in place and paid for by location as listed in the Schedule of Prices.

HOT-MIX ASPHALT SURFACE COURSE (3")

This work shall be constructed in accordance with Section 406 of the Standard Specifications. At required, the contractor shall furnish all labor, equipment, and materials necessary to apply bituminous materials (tack coat) and construct the Hot-Mix Asphalt Surface Course. The Surface Course shall be mixture composition IL 9.5 or IL 12.5, Mix D, N50. Recycled materials will be allowed and must conform to all IDOT specifications. Mix designs and materials inspection reports must be submitted to the Village for approval prior to the Notice to Proceed of contract. In areas where the surface removal depth exceeds the specified 3-inch depth, leveling binder shall be used to fill these voids. This work will be measured in place and paid for by location as listed in the Schedule of Prices

EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

EQUAL EMPLOYMENT OPPORTUNITY CLAUSE required by the Illinois Fair Employment Practices Commission as a material term of all public contracts.

During the performance of this contract, the contractor agrees as follows:

1. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or ancestry; and further, that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such under utilization.

2. That, if it hires additional employees in order to perform this contract, or any portion hereof, it will determine the availability (in accordance with the Commission's Rules and Regulations for Public Contracts) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.

3. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, national origin, or ancestry.

4. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the contractor's obligations under the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contracts. If any such labor organization or representative fails or refuses to cooperate with the contractor in its efforts to comply with such Act and Rules and Regulations the contractor will promptly so notify the Illinois Fair Employment Practices Commission and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations there under.

5. That it will submit reports as required by the Illinois Fair Employment Practices Commission's Rules and Regulations for Public Contracts, furnish all relevant information as may from time to time be requested by the Commission or the contracting agency, and in all respects comply with the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contracts.

6. That it will permit access to all relevant books, records, accounts, and work sites by personnel of the contracting agency and the Illinois Fair Employment Practices Commission for purposes of investigation to ascertain compliance with the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contracts.

7. That it will include verbatim or by reference the provisions of paragraphs 1 through 7 of this clause in every performance subcontract as defined in Section 2.10 (b) of the Commission's Rules and Regulations for Public Contracts so that such provision will be binding upon every such subcontractor; and that it will also include the provisions of

paragraphs 1,5, 6, and 7 in every supply subcontract as defined in Section 2.10(a) of the Commission's Rules and Regulations for Public Contracts so that such provisions will be binding upon every such subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by all its subcontractors; and further it will promptly notify the contracting agency and the Illinois Fair Employment Practices Commission in the event any subcontractor fails or refuses to comply therewith. In addition, no contractor will utilize any subcontractor declared by the Commission to be non-responsible and therefore ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

The Village of Roscoe does not discriminate on the basis of handicapped status in admission or access to, or treatment or employment in, its programs and activities.

LABOR STANDARDS AND PREVAILING WAGE REQUIREMENTS

Compliance with State and Federal Law

Contractor warrants that it will comply with all federal, state and local laws, ordinances statutes, rules and regulations including, but not limited to the following statutes set forth below. Costs or associated expenses for any changes to this contract due to compliance with this subsection shall be the responsibility of the Contractor.

Prevailing Wage Act:

The contractor acknowledges that it has reviewed the Illinois Prevailing Wage Act, has reviewed and agrees to pay the applicable prevailing wage rates, as they currently exist, or may be amended, and which are in effect during project duration, and will strictly comply with the Illinois Prevailing Wage Act and related requirements, including subcontractor requirements.

Contractor agrees that not less than the prevailing rate of wages as determined by the Village of Roscoe or the Illinois Department of Labor shall be paid to all laborers, workers and mechanics performing work under this contract. All contractor's bonds and subcontractor's bonds shall include a provision as will guarantee the faithful performance of such prevailing wage clause as provided by this bid specification or contract.

The Contractor shall be responsible for keeping, collecting and submitting copies to the Village, all records and documentation, including, but not limited to, the certified payroll contemplated under the Act, which are required, or may be required, under the Illinois Prevailing Wage Act (820 ILCS 130/0.01, *et seq.*), including that documentation which is required from subcontractors and sub-subcontractors. The Contractor further agrees to cooperate with the Village in responding to any request by the Illinois Department of Labor, or other authorized agency or governmental or quasi-governmental unit of the State of Illinois in providing documentation of compliance with the Illinois Prevailing Wage Act.

Contractor Further Certifies:

1. Neither the undersigned nor any firm, partnership, or association in which they have a substantial interest is designated as an ineligible contractor by the Department of Labor pursuant to 820 ILCS130/11a.
2. The undersigned shall comply with the provisions of 820 ILCS 130/11a, *et seq.*
3. All employees shall be paid pursuant to the general prevailing rate as determined by the Illinois Department of Labor.
4. Contractor agrees to obtain and forward to any subcontractor within ten (10) days after their execution of any subcontract including those executed by their subcontractors and any lower tier subcontractors, a Subcontractor's Certification Concerning Labor Standards and Prevailing Wage Requirements executed by the subcontractors.

Current information on Prevailing Wage Rates can be found on the Illinois Department of Labor's website. (<https://labor.illinois.gov/laws-rules/conmed/prevailing-wage-rates.html>)

Winnebago County Prevailing Wage Rates posted on 4/15/2025

Item # 3.

						Overtime										
Trade Title	Rg	Type	C	Base	Foreman	M-F	Sa	Su	Hol	H/W	Pension	Vac	Trng	Other Ins	Add OT 1.5x owed	Add OT 2.0x owed
ASBESTOS ABT-GEN	All	BLD		47.94	48.94	1.5	1.5	2.0	2.0	9.55	22.76	0.00	0.80	0.00	3.00	6.00
ASBESTOS ABT-MEC	All	BLD		40.68	44.75	1.5	1.5	2.0	2.0	12.60	22.42	0.00	0.58		0.00	0.00
BOILERMAKER	All	BLD		55.76	60.77	2.0	2.0	2.0	2.0	6.97	26.44	0.00	3.34	1.95	0.00	38.26
BRICK MASON	All	BLD		47.50	50.25	1.5	1.5	2.0	2.0	14.45	18.75	0.00	1.32	0.00	0.00	0.00
CARPENTER	All	BLD		45.00	49.95	1.5	1.5	2.0	2.0	13.21	22.00	0.00	0.82	0.00	0.00	0.00
CARPENTER	All	HWY		50.00	51.75	1.5	1.5	2.0	2.0	12.90	21.00	0.00	0.82	0.00	0.00	0.00
CEMENT MASON	All	ALL		42.60	45.35	1.5	1.5	2.0	2.0	13.65	23.08	0.00	0.80	0.00	0.00	0.00
CERAMIC TILE FINISHER	All	BLD		39.83		1.5	1.5	2.0	2.0	12.20	12.72	0.00	1.16		0.00	0.00
COMMUNICATION TECHNICIAN	All	BLD		48.00	52.80	1.5	1.5	2.0	2.0	17.79	18.63	0.00	0.96		0.00	0.00
ELECTRIC PWR EQMT OP	All	ALL		50.82	69.34	1.5	1.5	2.0	2.0	7.25	14.22	0.00	1.52	1.52	8.63	17.26
ELECTRIC PWR GRNDMAN	All	ALL		39.04	69.34	1.5	1.5	2.0	2.0	7.25	10.93	0.00	1.17	1.17	6.63	13.27
ELECTRIC PWR LINEMAN	All	ALL		61.09	69.34	1.5	1.5	2.0	2.0	7.25	17.10	0.00	1.83	1.83	10.38	20.76
ELECTRIC PWR TRK DRV	All	ALL		40.46	69.34	1.5	1.5	2.0	2.0	7.25	11.33	0.00	1.21	1.21	6.87	13.75
ELECTRICIAN	All	BLD		58.00	63.80	1.5	1.5	2.0	2.0	17.79	23.53	0.00	1.16		0.00	0.00
ELEVATOR CONSTRUCTOR	All	BLD		62.51	70.32	2.0	2.0	2.0	2.0	16.17	20.96	5.00	0.75		0.00	0.00
FENCE ERECTOR	All	ALL		42.45	47.54	1.5	1.5	2.0	2.0	13.21	28.62	0.00	1.80	0.00	0.00	0.00
GLAZIER	All	BLD		46.73	48.73	1.5	1.5	1.5	2.0	15.15	10.85	0.00	1.25	0.00	0.00	0.00
HEAT/FROST INSULATOR	All	BLD		40.68	44.75	1.5	1.5	2.0	2.0	12.60	22.42	0.00	0.58		0.00	0.00
IRON WORKER	All	ALL		46.59	52.18	2.0	2.0	2.0	2.0	13.21	33.79	0.00	1.80	0.00	0.00	0.00
LABORER	All	BLD		41.34	42.34	1.5	1.5	2.0	2.0	9.55	22.76	0.00	0.80	0.00	3.00	6.00
LABORER	All	HWY		44.59	45.34	1.5	1.5	2.0	2.0	9.55	25.76	0.00	0.80	0.00	4.50	9.00
LABORER, SKILLED	All	HWY		47.94	48.69	1.5	1.5	2.0	2.0	9.55	25.76	0.00	0.80	0.00	4.50	9.00
LATHER	All	BLD		45.00	49.95	1.5	1.5	2.0	2.0	13.21	22.00	0.00	0.82	0.00	0.00	0.00
MACHINIST	All	BLD		58.39	62.39	1.5	1.5	2.0	2.0	9.93	8.95	1.85	1.47		0.00	0.00
MARBLE FINISHER	All	BLD		39.83		1.5	1.5	2.0	2.0	12.20	12.72	0.00	1.16		0.00	0.00
MARBLE MASON	All	BLD		43.48	45.98	1.5	1.5	2.0	2.0	12.20	14.06	0.00	1.21		0.00	0.00

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MATERIAL TESTER I	All	ALL		47.94	48.69	1.5	1.5	2.0	2.0	9.55	25.76	0.00	0.80	0.00	4.50	9.00
MATERIALS TESTER II	All	ALL		47.94	48.69	1.5	1.5	2.0	2.0	9.55	25.76	0.00	0.80	0.00	4.50	9.00
MILLWRIGHT	All	BLD		50.00	55.00	1.5	1.5	2.0	2.0	12.20	18.41	0.00	0.82	0.00	0.00	0.00
OPERATING ENGINEER	All	BLD	1	52.55	56.55	2.0	2.0	2.0	2.0	23.95	19.70	3.00	2.85	0.00	0.00	0.00
OPERATING ENGINEER	All	BLD	2	51.85	56.55	2.0	2.0	2.0	2.0	23.95	19.70	3.00	2.85	0.00	0.00	0.00
OPERATING ENGINEER	All	BLD	3	49.40	56.55	2.0	2.0	2.0	2.0	23.95	19.70	3.00	2.85	0.00	0.00	0.00
OPERATING ENGINEER	All	BLD	4	47.40	56.55	2.0	2.0	2.0	2.0	23.95	19.70	3.00	2.85	0.00	0.00	0.00
OPERATING ENGINEER	All	BLD	5	56.30	56.55	2.0	2.0	2.0	2.0	23.95	19.70	3.00	2.85	0.00	0.00	0.00
OPERATING ENGINEER	All	BLD	6	55.55	56.55	2.0	2.0	2.0	2.0	23.95	19.70	3.00	2.85	0.00	0.00	0.00
OPERATING ENGINEER	All	BLD	7	52.55	56.55	2.0	2.0	2.0	2.0	23.95	19.70	3.00	2.85	0.00	0.00	0.00
OPERATING ENGINEER	All	HWY	1	52.40	56.40	1.5	1.5	2.0	2.0	23.95	19.70	3.00	2.85	0.00	0.00	0.00
OPERATING ENGINEER	All	HWY	2	51.85	56.40	1.5	1.5	2.0	2.0	23.95	19.70	3.00	2.85	0.00	0.00	0.00
OPERATING ENGINEER	All	HWY	3	50.55	56.40	1.5	1.5	2.0	2.0	23.95	19.70	3.00	2.85	0.00	0.00	0.00
OPERATING ENGINEER	All	HWY	4	49.10	56.40	1.5	1.5	2.0	2.0	23.95	19.70	3.00	2.85	0.00	0.00	0.00
OPERATING ENGINEER	All	HWY	5	47.65	56.40	1.5	1.5	2.0	2.0	23.95	19.70	3.00	2.85	0.00	0.00	0.00
OPERATING ENGINEER	All	HWY	6	55.40	56.40	1.5	1.5	2.0	2.0	23.95	19.70	3.00	2.85	0.00	0.00	0.00
OPERATING ENGINEER	All	HWY	7	53.40	56.40	1.5	1.5	2.0	2.0	23.95	19.70	3.00	2.85	0.00	0.00	0.00
PAINTER	All	ALL		45.15	47.15	1.5	1.5	1.5	2.0	14.85	13.16	0.00	1.40	0.00	0.00	0.00
PILEDRIIVER	All	BLD		46.00	51.06	1.5	1.5	2.0	2.0	13.21	22.00	0.00	0.82	0.00	0.00	0.00
PILEDRIIVER	All	HWY		51.00	52.75	1.5	1.5	2.0	2.0	12.90	21.00	0.00	0.82	0.00	0.00	0.00
PIPEFITTER	All	BLD		54.40	58.21	1.5	1.5	2.0	2.0	13.47	14.20	0.00	2.35	0.00	0.00	0.00
PLASTERER	All	BLD		39.47	43.42	1.5	1.5	2.0	2.0	13.50	24.50	0.00	0.80	0.00	0.00	0.00
PLUMBER	All	BLD		54.40	58.21	1.5	1.5	2.0	2.0	13.47	14.20	0.00	2.35	0.00	0.00	0.00
ROOFER	All	BLD		50.25	55.25	1.5	1.5	2.0	2.0	11.98	17.34	0.00	1.11	0.00	0.00	0.00
SHEETMETAL WORKER	All	BLD		52.14	61.41	1.5	1.5	2.0	2.0	10.70	23.56	0.00	1.42	1.80	17.75	35.51
SPRINKLER FITTER	All	BLD		47.09	50.09	1.5	1.5	2.0	2.0	11.45	14.92	0.00	0.52		0.00	0.00
STONE MASON	All	BLD		47.50	50.25	1.5	1.5	2.0	2.0	14.45	18.75	0.00	1.32	0.00	0.00	0.00
TERRAZZO FINISHER	All	BLD		39.83		1.5	1.5	2.0	2.0	12.20	12.72	0.00	1.16		0.00	0.00
TERRAZZO MASON	All	BLD		43.48	45.98	1.5	1.5	2.0	2.0	12.20	14.06	0.00	1.21		0.00	0.00
TILE LAYER	All	BLD		45.00	49.95	1.5	1.5	2.0	2.0	13.21	22.00	0.00	0.82	0.00	0.00	0.00

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TILE MASON	All	BLD		43.48	45.98	1.5	1.5	2.0	2.0	12.20	14.06	0.00	1.21		0.00	0.00
TRUCK DRIVER	All	ALL	1	45.47		1.5	1.5	2.0	2.0	12.20	13.30	0.00	0.20	0.00	0.00	0.00
TRUCK DRIVER	All	ALL	2	45.62		1.5	1.5	2.0	2.0	12.20	13.30	0.00	0.20	0.00	0.00	0.00
TRUCK DRIVER	All	ALL	3	45.82		1.5	1.5	2.0	2.0	12.20	13.30	0.00	0.20	0.00	0.00	0.00
TRUCK DRIVER	All	ALL	4	45.93		1.5	1.5	2.0	2.0	12.20	13.30	0.00	0.20	0.00	0.00	0.00
TUCKPOINTER	All	BLD		47.50	50.25	1.5	1.5	2.0	2.0	14.45	18.75	0.00	1.32	0.00	0.00	0.00

Legend

Rg Region

Type Trade Type - All,Highway,Building,Floating,Oil & Chip,Rivers

C Class

Base Base Wage Rate

OT M-F Unless otherwise noted, OT pay is required for any hour greater than 8 worked each day, Mon through Fri. The number listed is the multiple of the base wage.

OT Sa Overtime pay required for every hour worked on Saturdays

OT Su Overtime pay required for every hour worked on Sundays

OT Hol Overtime pay required for every hour worked on Holidays

H/W Health/Welfare benefit

Vac Vacation

Trng Training

Other Ins Employer hourly cost for any other type(s) of insurance provided for benefit of worker.

Explanations WINNEBAGO COUNTY

The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and Veterans Day in some classifications/counties. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration. If in doubt, please check with IDOL.

EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials/mold and hazardous materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date. ASBESTOS - MECHANICAL - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

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CERAMIC TILE FINISHER, MARBLE FINISHER, TERRAZZO FINISHER

Assisting, helping or supporting the tile, marble and terrazzo mechanic by performing their historic and traditional work assignments required to complete the proper installation of the work covered by said crafts. The term "Ceramic" is used for naming the classification only and is in no way a limitation of the product handled. Ceramic takes into consideration most hard tiles.

COMMUNICATIONS TECHNICIAN

Installing, manufacturing, assembling and maintaining sound and intercom, protection alarm (security), fire alarm, master antenna television, closed circuit television, low voltage control for computers and/or door monitoring, school communications systems, telephones and servicing of nurse and emergency calls, and the installation and maintenance of transmit and receive antennas, transmitters, receivers, and associated apparatus which operates in conjunction with above systems. All work associated with these system installations will be included EXCEPT the installation of protective metallic conduit in new construction projects (excluding less than ten-foot, runs strictly for protection of cable) and 120 volt AC (or higher) power wiring and associated hardware.

LABORER, SKILLED - HIGHWAY

Individuals engaged in the following types of work, irrespective of the site of the work: asbestos abatement worker, handling of any materials with any foreign matter harmful to skin or clothing, track laborer, cement handlers, chloride handlers, the unloading and loading with steel workers and re-bars, concrete workers wet, tunnel helpers in free air, batch dumpers, mason tenders, kettle and tar men, tank cleaners, plastic installers, scaffold workers, motorized buggies or motorized unit used for wet concrete or handling of building materials, laborers with de-watering systems, sewer workers plus depth, rod and chainmen with technical engineers, rod and chainmen with land surveyors, rod and chainmen with surveyors, vibrator operators, cement silica, clay, fly ash, lime and plasters, handlers (bulk or bag), cofferdam workers plus depth, on concrete paving, placing, cutting and tying of reinforcing, deck hand, dredge hand, and shore laborers, bankmen on floating plant, grade checker, power tools, front end man on chip spreaders, cession workers plus depth, gunnite nozzle men, lead man on sewer work, welders, cutters, burners and torchmen, chainsaw operators, jackhammer and drill operators, layout man and/or drainage tile layer, steel form setter - street and highway, air tamping hammermen, signal man on crane, concrete saw operator, screedman on asphalt pavers, laborers tending masons with hot material or where foreign materials are used, mortar mixer operators, multiple concrete duct - leadsman, lumen, asphalt raker, curb asphalt machine operator, ready mix scalemen (permanent, portable or temporary plant), laborers handling masterplate or similar materials, laser beam operator, con-crete burning machine operator, coring machine operator, plaster ten-der, underpinning and shoring of buildings, pump men, manhole and catch basin, dirt and stone tamper, hose men on concrete pumps, haz-ardous waste worker, lead base paint abatement worker, lining of pipe, refusing machine, assisting on direct boring machine, the work of lay-ing watermain, fire hydrants, all mechanical joints to watermain work, sewer worker, and tapping water service and forced lift station mechanical worker.

MATERIAL TESTER I: Hand coring and drilling for testing of materials; field inspection of uncured concrete and asphalt.

MATERIAL TESTER II: Field inspection of welds, structural steel, fireproofing, masonry, soil, facade, reinforcing steel, formwork, cured concrete, and concrete and asphalt batch plants; adjusting proportions of bituminous mixtures.

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OPERATING ENGINEERS - BUILDING

Class 1. Asphalt Plant; Asphalt Spreader; Autograde; Backhoes with Caisson Attachment; Batch Plant; Benoto (requires Two Engineers); Boiler and Throttle Valve; Caisson Rigs; Central Redi-Mix Plant; Combination Back Hoe Front End-loader Machine; Compressor and Throttle Valve; Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver (over 27E cu. ft.); Concrete Paver (27 cu. ft. and under); Concrete Placer; Concrete Pump (Truck Mounted); Concrete Conveyor (Truck Mounted); Concrete Tower; Cranes, All; GCI and similar types (required two operators only); Cranes, Hammerhead; Creter Crane; Crusher, Stone, etc.; Derricks, All; Derricks, Traveling; Formless Curb and Gutter Machine; Grader, Elevating; Grouting Machines; Highlift Shovels or Front Endloader 2-1/4 yd. and over; Hoists, Elevators, outside type rack and pinion and similar machines; Hoists, one, two and three Drum; Hoists, Two Tugger One Floor; Hydraulic Backhoes; Hydraulic Boom Trucks; Hydro Vac (and similar equipment - excluding hose work and any sewer work); Locomotives, All; Lubrication Technician; Manipulators; Motor Patrol; Pile Drivers and Skid Rig; Post Hole Digger; Pre-Stress Machine; Pump Cretes Dual Ram; Pump Cretes: Squeeze Cretes - Screw Type Pumps, Gypsum Bulker and Pump; Raised and Blind Hole Drill; Rock Drill (self-propelled); Rock Drill - Truck Mounted; Roto Mill Grinder; Scoops - Tractor Drawn; Slipform Paver; Scrapers Prime Movers; Straddle Buggies; Tie Back Machine; Tractor with Boom and Side Boom; Trenching Machines.

Class 2. Bobcat (over 3/4 cu. yd.); Boilers; Brick Forklift; Broom, All Power Propelled; Bulldozers; Concrete Mixer (Two Bag and Over); Conveyor, Portable; Forklift Trucks; Highlift Shovels or Front Endloaders under 2-1/4 yd.; Hoists, Automatic; Hoists, Sewer Dragging Machine; Hoists, Tugger Single Drum; Laser Screed; Rollers, All; Steam Generators; Tractors, All; Tractor Drawn Vibratory Roller; Winch Trucks with "A" Frame.

Class 3. Air Compressor; Asphalt Spreader; Combination - Small Equipment Operator; Generators; Heaters, Mechanical; Hoists, Inside Elevators - (Rheostat Manual Controlled); Hydraulic Power Units (Pile Driving, Extracting, or Drilling - with a seat); Lowboys; Pumps, Over 3" (1 to 3 not to exceed total of 300 ft.); Pumps, Well Points; Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches; Bobcat (up to and including 3/4 cu. yd.).

Class 4. Elevator push button with automatic doors; Hoists, Inside; Oilers; Brick Forklift.

Class 5. Assistant Craft Foreman

Class 6. Mechanics; Welders.

Class 7. Gradall

OPERATING ENGINEERS - HIGHWAY CONSTRUCTION

Class 1. Asphalt Plant; Asphalt Heater and Planer Combination; Asphalt Heater Scarfire; Asphalt Silo Tender; Asphalt Spreader; Autograde; ABG Paver; Backhoes with Caisson Attachment; Ballast Regulator; Belt Loader; Caisson Rigs; Car Dumper; Central Redi-Mix Plant; Backhoe w/shear attachments; Combination Backhoe Front Endloader Machine, (1 cu. yd. Backhoe Bucket or over or with attachments); Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver over 27E cu. ft.; Concrete Placer; Concrete Tube Float; Cranes, all attachments; Cranes, Tower of all types; Creter Crane; Crusher, Stone, etc.; Derricks, All; Derrick Boats; Derricks, Traveling; Directional Boring Machine over 12"; Dredges; Formless Curb and Gutter Machine; Grader, Elevating;

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Grader, Motor Grader, Motor Patrol, Auto Patrol, Form Grader, Pull Grader, Subgrader; Guard Rail Post Driver Mounted; Hoists, One, Two and Three Drum; Hydraulic Backhoes; Hydro Vac, Self Propelled, Truck Mounted (excluding hose work and any sewer work); Lubrication Technician; Manipulators; Pile Drivers and Skid Rig; Pre-Stress Machine; Pump Cretes Dual Ram; Rock Drill - Crawler or Skid Rig; Rock Drill - Truck Mounted; Rock/Track Tamper; Roto Mill Grinder; Slip-Form Paver; Snow Melters; Soil Test Drill Rig (Truck Mounted); Straddle Buggies; GCI Crane; Hydraulic Telescoping Form (Tunnel); Tie Back Machine; Tractor Drawn Belt Loader; Tractor Drawn Belt Loader with attached pusher; Tractor with Boom; Tractaire with Attachments; Traffic Barrier Conveyor Machine; Raised or Blind Hole Drills; Trenching Machine (over 12"); Truck Mounted Concrete Pump with Boom; Truck Mounted Concrete Conveyor; Work Boat (no license required - 90 h.p. or above); Underground Boring and/or Mining Machines; Wheel Excavator; Widener (APSCO).

Class 2. Batch Plant; Bituminous Mixer; Boiler and Throttle Valve; Bulldozers; Car Loader Trailing Conveyors; Combination Backhoe Front Endloader Machine (less than 1 cu. yd. Backhoe Bucket or over or with attachments); Compressor and Throttle Valve; Compressor, Common Receiver (3); Concrete Breaker or Hydro Hammer; Concrete Grinding Machine; Concrete Mixer or Paver 7S Series to and including 27 cu. ft.; Concrete Spreader; Concrete Curing Machine, Burlap Machine, Belting Machine and Sealing Machine; Concrete Wheel Saw (large self-propelled - excluding walk-behinds and hand-held); Conveyor Muck Cars (Haglund or Similar Type); Drills, all; Finishing Machine - Concrete; Highlift Shovels or Front Endloader; Hoist - Sewer Dragging Machine; Hydraulic Boom Trucks (All Attachments); Hydro Blaster; All Locomotives, Dinky; Off-Road Hauling Units; Non-Self Loading Dump; Ejection Dump; Pump Cretes: Squeeze Cretes - Screw Type Pumps, Gypsum Bulker and Pump; Roller, Asphalt; Rotary Snow Plows; Rototiller, Seaman, etc., self-propelled; Scoops - Tractor Drawn; Self-Propelled Compactor; Spreader - Chip - Stone, etc.; Scraper; Scraper - Prime Mover in Tandem (Regardless of Size); Tank Car Heater; Tractors, Push, Pulling Sheeps Foot, Disc, Compactor, etc.; Tug Boats.

Class 3. Boilers; Brooms, All Power Propelled; Cement Supply Tender; Compressor, Common Receiver (2); Concrete Mixer (Two Bag and Over); Conveyor, Portable; Farm-Type Tractors Used for Mowing, Seeding, etc.; Fireman on Boilers; Forklift Trucks; Grouting Machine; Hoists, Automatic; Hoists, All Elevators; Hoists, Tugger Single Drum; Jeep Diggers; Low Boys; Pipe Jacking Machines; Post-Hole Digger; Power Saw, Concrete Power Driven; Pug Mills; Rollers, other than asphalt; Seed and Straw Blower; Steam Generators; Stump Machine; Winch Trucks with "A" Frame; Work Boats; Tamper - Form - Motor Driven.

Class 4. Air Compressor - Small and Large; Asphalt Spreader, Backend Man; Bobcat (Skid Steer) all; Brick Forklift; Combination - Small Equipment Operator; Directional Boring Machine up to 12"; Generators; Heaters, Mechanical; Hydraulic Power Unit (Pile Driving, Extracting, or Drilling); Hydro-Blaster; Light Plants, All (1 through 5); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Pumps, Well Points; Tractaire; Trencher 12" and under; Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 5. Oilers and Directional Boring Machine Locator.

Class 6. Field Mechanics and Field Welders

Class 7. Gradall and machines of like nature.

TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION Class 1. Two or three Axle Trucks. A-frame Truck when used for transportation purposes; Air Compressors and Welding Machines, including those pulled by cars, pick-up trucks and

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tractors; Ambulances; Batch Gate Lockers; Batch Hopperman; Car and Truck Washers; Carry-alls; Fork Lifts and Hoisters; Helpers; Mechanics Helpers and Greasers; Oil Distributors 2-man operation; Pavement Breakers; Pole Trailer, up to 40 feet; Power Mower Tractors; Self-propelled Chip Spreader; Skipman; Slurry Trucks, 2-man operation; Slurry Truck Conveyor Operation, 2 or 3 man; TTeamsters Unskilled dumpman; and Truck Drivers hauling warning lights, barricades, and portable toilets on the job site.

Class 2. Four axle trucks; Dump Crets and Adgetors under 7 yards; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnapulls or Turnatrailers when pulling other than self-loading equipment or similar equipment under 16 cubic yards; Mixer Trucks under 7 yards; Ready-mix Plant Hopper Operator, and Winch Trucks, 2 Axles.

Class 3. Five axle trucks; Dump Crets and Adgetors 7 yards and over; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnatrailers or turnapulls when pulling other than self-loading equipment or similar equipment over 16 cubic yards; Explosives and/or Fission Material Trucks; Mixer Trucks 7 yards or over; Mobile Cranes while in transit; Oil Distributors, 1-man operation; Pole Trailer, over 40 feet; Pole and Expandable Trailers hauling material over 50 feet long; Slurry trucks, 1-man operation; Winch trucks, 3 axles or more; Mechanic--Truck Welder and Truck Painter.

Class 4. Six axle trucks; Dual-purpose vehicles, such as mounted crane trucks with hoist and accessories; Foreman; Master Mechanic; Self-loading equipment like P.B. and trucks with scoops on the front.

Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 217-782-1710 for wage rates or clarifications.

LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

State of _____)

County of _____) ss.
_____)

_____, being first duly sworn, deposes and says that:

- (1) He/She is _____ of _____, the Bidder that has submitted the attached Bid;
- (2) He/She is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
- (3) Such Bid is genuine and is not a collusive or sham Bid;
- (4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other bidder, or to fix any overhead, profit, cost element of the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Village of Roscoe, IL or any person interested in the proposed Contract; and
- (5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(Signed) _____

(Name and Title)Subscribed and sworn to before me
this _____ day of _____, 20_______
(Notary Public)

My commission expires _____.

STATEMENT OF BIDDER'S QUALIFICATIONS

All bidders must fully disclose the following information in a clear and comprehensive manner. This statement must be signed and notarized. If necessary, questions may be answered on separate attached sheets. The bidder may submit any additional information he desires:

1. Name of bidder.
2. Permanent main office address.
3. Date organized.
4. If a corporation, where incorporated.
5. How many years have you been engaged in the construction business under your present firm or trade name.
6. Itemize contracts currently in hand by client, term, and amounts.
7. General character of work performed by your company:
8. Have you ever failed to complete any work awarded to you.
9. Have you ever defaulted on a contract? Yes _____ No _____
10. Provide a complete listing of any past (last ten years) or pending litigation against the company and/or any of its principals involving the actual or alleged failure to meet contractual obligations to provide landscaping services.
11. Experience in work similar in importance to contract being offered by the Village of Roscoe.

12. Background and experience of the members of your organization, including principal owners and officers.
13. The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any other information requested by the Village of Roscoe, IL in the verification the recitals comprising this statement of Bidder's Qualifications.

Dated at _____ this _____ day of _____, 20____.

By: _____

Its: _____

State of _____)

County of _____) ss.

)

_____ being duly sworn deposes and says that he is _____ of _____ and that the answers to the foregoing questions and all statements contained therein are true and correct.

Subscribed and sworn before me this _____ day of _____, 20____.

My commission expires on _____.

CERTIFICATE OF BENEFICIAL INTEREST

The following individuals have a beneficial interest of more than 7.5% in the bidding enterprise:

Name:
Address:
Position/Title:

Name:
Address:
Position/Title:

Name:
Address:
Position/Title:

Name:
Address:
Position/Title:

Name:
Address:
Position/Title:

Name:
Address:
Position/Title:

If a Corporation, the following individuals are the Officers and Directors:

Name:
Address:
Position/Title:

Name:
Address:
Position/Title:

Name:
Address:
Position/Title:

Name:
Address:
Position/Title:

Name:
Address:
Position/Title:

Name:
Address:
Position/Title:

State of _____)
County of _____) ss.
_____)

_____ being duly sworn deposes and says that he is _____ of _____ and that the answers to the foregoing questions and all statements contained therein are true and correct.

Subscribed and sworn before me this _____ day of _____, 20____.

My commission expires on _____.

BID SHEET

The undersigned, having examined the specifications and all conditions affecting the specified project, including full and detailed examination of the current facility, the site itself, and the conditions located therein, offer to furnish all services, labor, and incidentals specified for the price below (including all attachments to the bid document).

The contractor certifies that they have visited the sites of the proposed work, before bidding, to thoroughly familiarize them self with all existing conditions under which the work is to be done and acquaint them self with any conditions which may affect the work. Failure to take this precaution will not relieve the contractor from any obligations to comply strictly and fully with the terms of the contract and no allowance will be made for the failure of the contractor to correctly estimate his time, material and bid price.

The undersigned Bidder certifies that they are not barred from bidding on this contract as a result of a conviction for the violation of state laws prohibiting bid rigging or bid rotating, (720ILCS 5/33E-1, et seq.) and is not delinquent in any taxes to the Illinois Department of Revenue. (65 ILCS 5/11-42.1-1)

It is understood that the Village reserves the right to reject any and all bids and to waive any irregularities when, in its opinion, the best interest of the Village will be served by such action.

No bid will be accepted from or contract awarded to any person, firm, or corporation that is in arrears or is in default to the Village upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to the Village, or had failed to perform faithfully any previous contract with the Village.

INDEMNIFICATION: The Bidder hereby agrees to protect, defend, indemnify, and save harmless the Village against loss, damage, or expense from any suit, claim, demand, judgment, cause of action, or shortage initiated by any person whatsoever, arising or alleged to have arisen out of work described herein, except that in no instance shall the Bidder be held responsible for any liability, claim, demand, or cause of action attributable solely to the negligence of the Village.

Bidding Company Name: _____

I (We) propose to complete the following project as more fully described in the specifications for the following:

BID AMOUNT

[SEE ATTACHED PROPOSED SCHEDULE OF PRICES]

EXCEPTIONS: Any exceptions must be clearly noted below. Failure to do so may be reason for rejection of the bid. It is not our intention to prohibit any potential Bidder from bidding by virtue of the specifications, but to describe the material and services actually required. The Village reserves the right to accept or reject any or all exceptions.

Bidders exceptions are (if none, please state as such):

Number of Bid Packet Addendums Received: _____

I the undersigned certify that I have examined and carefully prepared this from the above specifications and have checked the same in detail before submitting this proposal, that I have only incorporated the specified requirements in my bid, that I have completed submitted all required data, and that I have full authority to make such statements and submit this proposal on bidders behalf and that said statements are true and correct.

Dated this _____ day of _____, 20_____.

Signature_____

Title_____

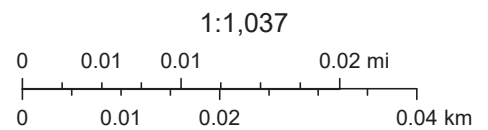
Schedule of Prices

Item # 3.

Location	Scope	SIZE (LxW)			SF	SY	" THICK	TOTAL PRICE
6305 Greystone	Class D Patch (3")	158.5	x	11.5	1822.75	202.53	3	
6369 Greystone	Class D Patch (3")	142	x	11.5	1633.00	181.44	3	
6427 Greystone	Class D Patch (3")	93.5	x	11.5	1075.25	119.47	3	
Meadowbrook & Cherrywood Intersection	Class D Patch (4")	See Project Drawings			2118.00	235.33	4	
Love Road	3" HMA Surface Cse Removal, 3" HMA Surface Cse	410	x	11.0	4510.00	501.11	3	
6123 Silver Hawk	Class D Patch (3")	15	x	22.0	330.00	36.67	3	
Kelmor & 3rd Intersection	Class D Patch (3")	15	x	39.0	585.00	65.00	3	
Woodchuck Trail	Class D Patch (3")	25.25	x	23.0	580.75	64.53	3	
Equine Drive Cul-De-Sac	Class D Patch (3")	See Project Drawings			1115.00	123.89	3	
						Bidder's Total Proposal		



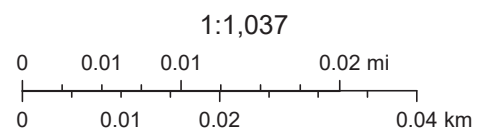
5/14/2025



WinGIS



5/14/2025



Scope:

- Class D Patch, 3"

Measured Area:

- 1,075.25 SF

- 119.47 SY

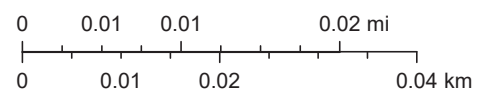
Dimensions:

- 93.5' x 11.5'



5/14/2025

1:1,037

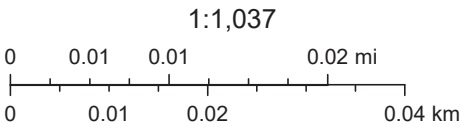


Meadowbrook & Cherrywood Intersection

Item # 3.

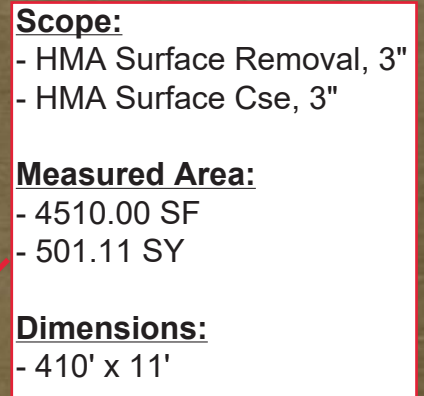


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Item # 3.



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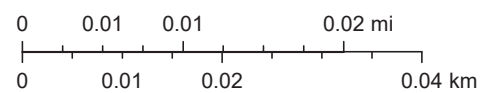
0 0.01 0.02 0.04 mi

0 0.01 0.03 0.06 km



5/14/2025

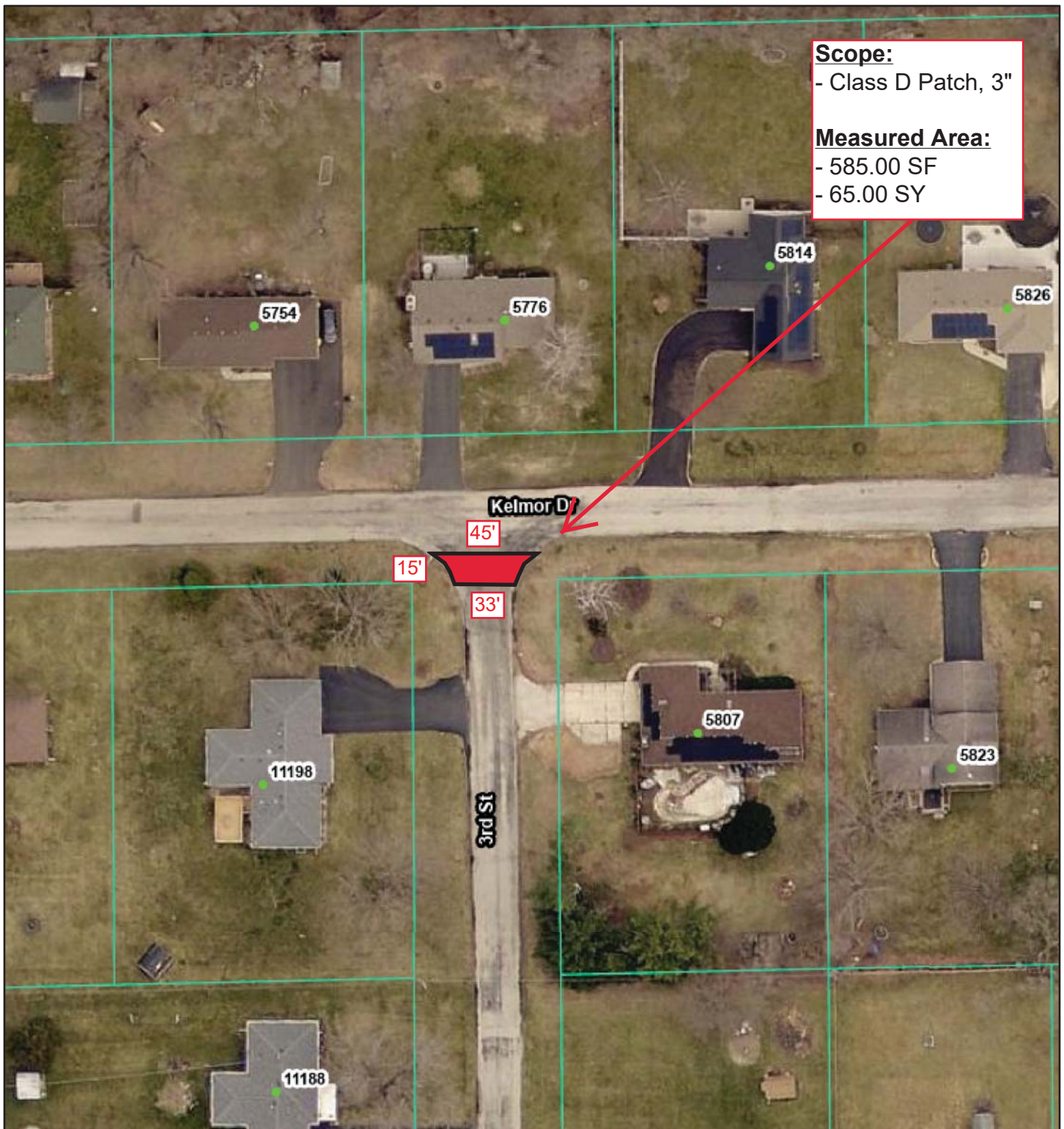
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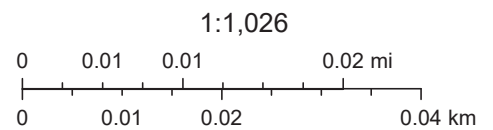
WinGIS

Kelmor & 3rd Intersection

Item # 3.



5/14/2025



WinGIS

Woodchuck Trail

Item # 3.

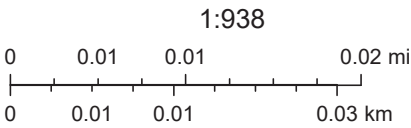


Scope:
- Class D Patch, 3"

Measured Area:
- 580.75 SF
- 64.53 SY

Dimensions:
- 25.25' x 23'

5/14/2025



WinGIS

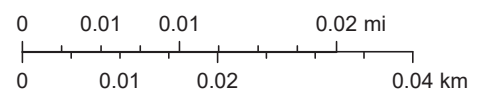
Equine Drive Cul-De-Sac

Item # 3.



5/14/2025

1:1,048



WinGIS



Greystone



Greystone



Greystone



Greystone



Greystone



Greystone



Meadowbrook & Cherrywood



Samsung Galaxy A14 5G

Meadowbrook & Cherrywood



Silver Hawk



Samsung Galaxy A14 5G

Kelmore & 3rd



Equine Drive



Equine Drive



Love Road



Love Road

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Item # 4.

Agenda Item: Consideration and approval of a text amendment to Article XIII of Chapter 155 of the Village Code of Ordinances regarding Planned Unit Developments (PUDs).

Date: May 16, 2025

Meeting: COTW – 5/20/2025

Prepared by: Josef Kurlinkus / Evan Hoier

Department: Planning and Community Development

Overview/Background Information

The Village currently administers Planned Unit Developments through a one-step approval process that requires developers to submit complete site plans, engineering, and architectural drawings prior to review by the Zoning Board of Appeals and Village Board. This requirement has posed challenges for developers pursuing concept-level review prior to incurring design costs.

To address this issue and to align with best practices in PUD administration, Village staff is proposing a series of amendments that would establish a two-step approval process, consisting of a General Development Plan (GDP) followed by a Precise Implementation Plan (PIP). This bifurcated approach allows for more flexibility and negotiation at the conceptual stage while still maintaining rigorous review at the implementation stage.

These changes were reviewed and discussed at the April and May meetings of the Zoning Board of Appeals, where they received favorable feedback from the ZBA, Village staff, and local developers.

Key Issues

Key modifications included in the draft ordinance (attached in redline format) are as follows:

- Division of the PUD approval process into GDP and PIP stages.
- Inclusion of traffic impact assessments, utility location review, and stormwater reports at the GDP stage.
- Addition of an infill development option to the minimum lot size standard.
- Consistent use of the term “Planned Unit Development” throughout the code.

Action Required/Recommendation

Staff recommends approval of the proposed text amendment to Article XIII of Chapter 155 of the Village Code of Ordinances as presented in the redlined ordinance included in this meeting’s packet.

Attachments

Staff Report to ZBA – May 14, 2025

Redlined version of Article XIII, Chapter 155 – Planned Unit Developments (PUDs)

Zoning Board of Appeals Meeting of May 14th, 2025**Application No. ZBA 2025-012**

Applicant: N/A

Location: N/A

Requested Action: Discussion and recommendation for approval of a text amendment

Existing Use: N/A

Proposed Use: N/A

Existing Zoning: N/A

Adjacent Zoning: N/A

Description: This item relates to text amendments to Article XIII of Chapter 155 of the Village Code of Ordinances relating to Planned Unit Developments (PUDs). These amendments to the code were discussed at a concept level for feedback at the April meeting of the Zoning Board of Appeals. As discussed, this ordinance amendment will effectively divide the PUD process into two separate approvals, the General Development Plan (GDP) and the Precise Implementation Plan (PIP). This division will help Village staff, property owners, developers, and builders create a more streamlined process that will ease burdens to development. To review, the GDP sets the initial zoning and land use approvals for the site, while the PIP approves the more detail-oriented aspects of the development like landscaping, engineering, etc.

The ZBA reacted favorably to the proposed changes within the article. Based on feedback from the ZBA, Village staff, the Village's engineering consultant, and area developers, the following changes have been added to the proposed text amendment:

1. A traffic impact assessment, location of utilities, and stormwater management report can now be requested of the developer at the GDP stage of the PUD process.
2. The second stage in the process was changed from Specific Implementation Plan (SIP) to Precise Implementation Plan (PIP) to better reflect what these approvals are called in the area.
3. The minimum lot size standard was given a third option to allow for infill development, which is a standard use for PUDs in zoning administration. The current lot sizes permitted by the ordinance only reflect new large development of something like a new subdivision.
4. Changing the terms "planned development" in the current iteration of the code to "planned unit development" for consistency.

As noted in the April ZBA memo related to this proposed amendment, the Village currently uses a one-step approval approach to PUD which requires builders, developers, and property owners to have all necessary drawings, documentation, and other information to even have the ZBA and Village Board consider their project. Under this revised process, the applicant would be able to come forward with a concept site plan that the Village will be able to consider and approve before needing to complete the more detailed plans. This will help streamline the PUD approval process and provide some flexibility that is commonplace in other municipalities. Separating this process into two parts may also give the Village more justification to negotiate on certain aspects of the development such as design, landscaping, engineering concerns, and the overall layout of the site since issues could be identified before an applicant is so far ahead in the design process.

Recommendation: Staff recommends **approval** of the proposed amendment to Article XIII of Chapter 155 of the Village Code of Ordinances as shown in the redline document in this meeting's packet.

ROSCOE PUD AMENDMENT

Section 15-719 Purpose and Intent

The purpose of the regulations, standards, and criteria contained in this article is to provide an alternate zoning procedure under which land can be developed or redeveloped with innovation, imagination, and creative architectural design when sufficiently justified under the provisions of this article. The objective of the planned unit development is to encourage a higher level of design and amenity than is possible to achieve under otherwise applicable zoning regulations. The end result can be a product which fulfills the objectives of the comprehensive plan and planning policies of the village while departing from the strict application of the use and bulk regulations as detailed in this chapter. The planned unit development is intended to permit and encourage such flexibility and to accomplish the following purposes:

- (1) To stimulate creative approaches to the commercial, residential, and mixed-use development of land.
- (2) To provide more efficient use of land.
- (3) To preserve natural features and provide open space areas and recreation areas in excess of that required under conventional zoning regulations.
- (4) To develop new approaches to the living environment through variety in type, design and layout of buildings, transportation systems, and public facilities.
- (5) To unify building and structures through design.
- (6) To promote long-term planning pursuant to the village comprehensive plan, which will allow harmonious and compatible land uses or combination of uses with surrounding areas.
- (7) To encourage development of portions of a site at either higher densities or with less restrictive lot provisions in exchange for preserving other portions of the site in open space or providing above normal site amenities

Section 15-720 General Provisions

(a) The following may be approved as a planned unit development in accordance with this chapter:

- (1) Any development with a minimum of five acres that is adjacent to undeveloped land.
- (2) Any development with a minimum of three acres that is adjacent to developed land.

(3) Any development characterized by infill with a minimum of half an acre, provided that:

- (i) The site is located within a built-out or transitional area surrounded by existing development on at least three sides of the site.
- (ii) Adequate infrastructure is already available at the site.

(iii) The proposed development complies with the general design standards provided in this chapter.

(4) Any development with a minimum lot size at the discretion of the Village Board, where:

(i) The development advances a specific goal identified in the Village's Comprehensive Plan or Economic Development Strategy.

(ii) The applicant provides a clear public benefit, such as significant job creation, sustainable infrastructure upgrades, or critical community services.

(b) Each planned unit development should be presented and judged on its own merits. It shall not be sufficient to base justification for approval of a planned unit development upon an already existing planned unit development except to the extent such planned unit development has been approved as part of a development master plan.

(c) The burden of providing evidence and persuasion that any planned unit development is necessary and desirable shall in every case rest with the applicant.

Section 15-721 Standards for review

Approval of development through the use of a planned unit development, including modifications to conventional zoning and subdivision regulations, is a privilege and will be considered by the village only in direct response to the accrual of tangible benefits from the planned unit development to the village or the neighborhood in which it would be located. These benefits shall be in the form of exceptional amenities, outstanding environmental, landscape, architectural or site design, or the conservation of special manmade or natural features of the site. In reviewing an application for a planned unit development, the zoning board of appeals and/or the village board, as the case may be, shall be required to make certain findings based on the following standards:

(1) *Required findings.* No application for a planned unit development shall be approved unless all the following findings are made about the proposal:

a. *Comprehensive plan.* The planned unit development shall conform with the general planning policies of the village as set forth in the comprehensive plan.

b. *Public welfare.* The planned unit development shall be so designed, located, and proposed to be operated and maintained that it will not impair an adequate supply of light and air to adjacent property and will not substantially increase the danger of fire or otherwise endanger the public health, safety, and welfare.

c. *Impact on other property.* The planned unit development shall not be injurious to the use or enjoyment of other property in the neighborhood for the purposes permitted in the district, shall not impede the normal and orderly development and improvement of surrounding properties for uses permitted in the zoning district, shall not be inconsistent with the community character of the neighborhood, shall not alter the essential character of the neighborhood and shall be consistent with the goals, objectives, and policies set forth in the comprehensive plan, and shall not substantially diminish or impair property values within the neighborhood, or be incompatible with other property in the immediate vicinity.

d. *Impact on public facilities and resources.* The planned unit development shall be so designed that adequate utilities, road access, drainage, and other necessary facilities will be provided to serve it. The planned unit development shall include such impact donations as may be reasonably determined by the village board. These required impact donations shall be calculated in reasonable proportion to impact of the planned unit development on public facilities and infrastructure.

e. *Archaeological, historical or cultural impact.* The planned unit development shall not substantially adversely impact a known archaeological, historical, or cultural resource located on or off the parcels proposed for development.

f. *Parking and traffic.* The planned unit development shall have or make adequate provision to provide necessary parking and ingress and egress to the proposed use in a manner that minimizes traffic congestion in the public streets and provides adequate access for emergency vehicles.

g. *Adequate buffering.* The planned unit development shall have adequate landscaping, public open space, and other buffering features to protect uses within the development and surrounding properties.

(2) *Modification standards.* In addition to the findings required above, the following standards shall be utilized in considering applications for modifications of the conventional zoning and subdivision regulations for a planned unit development. These standards shall not be regarded as inflexible but shall be used as a framework by the village to test the quality of the amenities, benefits to the community, and design and desirability of the proposal.

a. *Integrated design.* A planned unit development shall be laid out and developed as a unit in accordance with an integrated overall design. This design shall provide for safe, efficient, convenient, and harmonious grouping of structures, uses and facilities, and for appropriate relation of space inside and outside buildings to intended uses and structural features.

b. *Beneficial common open space.* Any common open space in the planned unit development shall be integrated into the overall design. Such spaces shall have a direct functional or visual relationship to the main buildings and not be of isolated or leftover character. The following would not be considered usable common open space:

1. Areas reserved for the exclusive use or benefit of an individual tenant or owner.
2. Dedicated streets, alleys, and other public rights-of-way.
3. Vehicular drives, parking, loading and storage area.
4. Irregular or unusable narrow strips of land less than 15 feet wide.
5. Land areas needed to provide required buffer yards as set forth in article XI of this chapter.

c. *Location of taller buildings.* Taller buildings shall be located within the planned unit development in such a way as to dissipate any material adverse impact on adjoining lower buildings within the development or on surrounding properties and shall not unreasonably invade the privacy of occupants of such lower buildings.

- d. *Functional and mechanical features.* Exposed storage areas, trash and garbage retainers, exposed machinery installations, service areas, truck loading areas, utility buildings and structures, and similar accessory areas and structures shall be accounted for in the design of the planned unit development and made as unobtrusive as possible. They shall be subject to such setbacks, special planting or other screening methods as shall reasonably be required to prevent their being incongruous with the existing or contemplated environment and the surrounding properties.
- e. *Visual and acoustical privacy.* The planned unit development shall provide reasonable visual, and acoustical privacy for each dwelling unit or tenant space. Fences, insulations, walks, barriers, and landscaping shall be used as appropriate for the protection and aesthetic enhancement of property and the privacy of its occupants, screening of objectionable view or uses, and reduction of noises.
- f. *Energy efficient design.* A planned unit development shall be designed with consideration given to various methods of site design and building location, architectural design of individual structures, and landscaping design capable of reducing energy consumption within the planned unit development.
- g. *Landscape conservation and visual enhancement.* The existing landscape and trees in a planned unit development shall be conserved and enhanced, as feasible, by minimizing tree and soil removal, and the conservation of special landscape features such as streams, ponds, groves, and landforms. The addition or use of larger trees, shrubs, flowers, fountains, ponds, special paving amenities will be encouraged to the extent of their appropriateness and usefulness to the planned unit development and the likelihood of their continued maintenance.
- h. *Drives, parking and circulation.* Principal vehicular access shall be from dedicated public streets, and access points shall be designed to encourage smooth traffic flow with controlled turning movements and minimum hazards to vehicular or pedestrian traffic. With respect to vehicular and pedestrian circulation, including walkways, interior drives and parking, special attention shall be given to location and limiting the number of access points to the public streets through the use of cross access connections, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic, adequate provision for service by emergency vehicles, and arrangement of parking areas that are safe and convenient, and insofar as feasible, do not detract from the design of proposed buildings and structures and the neighboring properties.
- i. *Surface water drainage.* Special attention shall be given to proper site surface drainage so that removal of surface waters will not adversely impact neighboring properties or the public storm drainage system. Surface water in all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic.

Section 15-722 Site development allowances

Notwithstanding any limitations on variances which can be approved as contained elsewhere in this chapter, site development allowances, i.e., deviations from the underlying zoning provisions set forth outside this article may be approved provided the applicant specifically identifies each such site development allowance and demonstrates how each such site development allowance would be compatible with surrounding development, is in furtherance of the stated objectives of this article, and is necessary for proper development of the site.

Section 15-723 Procedures

The following steps are provided to ensure the orderly review of every planned unit development application in a timely and equitable manner:

(1) Pre-filing review and transmittal of application.

a. Conference.

1. A prospective applicant, prior to submitting a formal application for a planned unit development, shall meet for a pre-filing conference with the zoning administrator and the development review team, assembled at the discretion of the zoning administrator. If in the opinion of the zoning administrator the village does not have the requisite expertise on staff to complete the review of any application for a planned unit development, the zoning administrator shall notify the applicant before acquiring the services of consultants and/or attorneys as may be necessary for the proper review and preparation of the report and/or opinion. The developer shall, within five calendar days, either formally withdraw its application or provide written acknowledgement that the developer is responsible for all fees incurred by the village for the review.

2. The purpose of the conferences is to help the applicant understand the comprehensive plan, zoning regulations, site development allowances, standards by which the application will be evaluated, and the application requirements.

3. After reviewing the planned unit development process, the applicant may request a waiver of any application requirement which in the applicant's judgment should not apply to the proposed planned unit development. Such request shall be made in writing prior to the submission of the formal application documents.

4. All requests for waiver shall be reviewed by the zoning administrator. A final determination regarding the waiver shall be given to the prospective applicant following the decision. Denied requests may be appealed to the village board.

5. The applicant, prior to submitting a formal application for a planned unit development, shall, at the discretion of the zoning administrator, be required to schedule a meeting to discuss the proposed planned unit development and its impact on adjoining properties and area residents. The applicant shall send a written notice of the meeting via mail to all taxpayers of record and residents for all property within 300 feet of the proposed planned unit development. Such notice shall be mailed by the village not less than 15 days prior to the date of the meeting. A written summary of comments made at the meeting shall be maintained and submitted by the applicant with the application.

b. Filing of application. Following the completion of the pre-filing conferences, the applicant shall file an application for a planned unit development in accordance with this section. The zoning administrator shall deliver copies of the application to other appropriate village departments for review and comment.

c. Deficiencies. The zoning administrator shall determine whether the application is complete. If the zoning administrator determines that the application is not complete, he

shall notify the applicant in writing of any deficiencies and shall take no further steps to process the application until the deficiencies are remedied.

d. *Application review.* The zoning administrator shall work with the development review team and the applicant to review and revise the application.

e. *Report on compliance.* A copy of the complete application and a written report incorporating the comments of village staff and other agencies regarding the compliance of the proposed planned unit development with the requirements and standards of this section shall be delivered to the zoning board of appeals prior to the public hearing.

f. *Determination not binding.* Neither the zoning administrator's determination that an application is complete nor any comment made by the zoning administrator or village staff at a prefiling conference or as part of the review process shall be intended or construed as a formal or informal recommendation for the approval of a planned unit development for the proposed planned unit development, or component part thereof, nor shall be intended or construed as a binding decision of the village, the zoning board of appeals, or any staff member.

(2) *Zoning board of appeals review General Development Plan (GDP).*

a. Upon receiving the report from the zoning administrator, the zoning board of appeals shall hold at least one public hearing on the proposed planned unit development General Development Plan. Notice of the public hearing shall be provided and the public hearing shall be conducted in accordance with the provisions of this section, state law and rules of procedure adopted by the zoning board of appeals. The applicant shall provide the Zoning Administrator with a draft GDP plan submittal packet for a determination of completeness prior to placing the proposed GDP on the Zoning Board of Appeals agenda for GDP review. This submittal packet shall contain all of the following items, prior to its acceptance by the Zoning Administrator and placement of the item on a Zoning Board of Appeals agenda for GDP review:

1. A location map of the subject property and its vicinity in the Village of Roscoe, appropriately showing property lines and buildings and structures on the parcel;

2. A map of the subject property showing all lands for which the Planned unit development is proposed, and all other lands within 300 feet of the boundaries of the subject property, together with the names and addresses of the owners of all lands on said map as the same appear on the current records of the Register of Deeds of Winnebago County (as provided by the Village of Roscoe). Said map shall clearly indicate the current zoning of the subject property and its environs, and the jurisdiction(s) which maintains that control. Said map and all its parts and attachments shall be submitted in a form which is clearly reproducible with a photocopier, and shall be at a scale which is not less than one inch equals 800 feet. All lot dimensions of the subject property, a graphic scale, and a North arrow shall be provided;

3. A general written description of the proposed Planned unit development, including:

i. General project themes and images;

ii. The general mix of dwelling unit types and/or land uses;

iii. Approximate residential densities and nonresidential intensities as described by dwelling units per acre, floor area ratio, and impervious surface ratio.

iv. The general treatment of natural features;

v. The general relationship to nearby properties and public streets;

vi. The general relationship to any applicable comprehensive or area plans.

vii. A statement of rationale as to why Planned unit development zoning is proposed. This shall identify barriers that the applicant perceives in the form of requirements of standard zoning districts and opportunities for the highest and best use of the property the applicant suggests are available through the proposed PD zoning;

viii. A complete list of ordinance standards which will not be met by the proposed Planned unit development and the location(s) in which they apply and a complete list of standards which will be more than met by the proposed Planned unit development and the location(s) in which they apply shall be identified.

ix. A written description of potentially requested exemption from the requirements of the underlying zoning district, in the following order:

1. Land use exemptions;
2. Density and intensity exemptions;
3. Bulk exemptions;
4. Landscaping exemptions;
5. Parking and loading requirements exemptions;
6. Engineering exemptions.

x. A general development plan drawing at a minimum scale of one inch equals 100 feet of the proposed project showing at least the following information in sufficient detail to make an evaluation criteria for approval:

1. A conceptual plan drawing of the general land use layout and the general location of major public streets and/or private drives, utilities, and stormwater detention areas;
2. Location of recreational and open space areas and facilities and specifically describing those that are to be reserved or dedicated for public acquisition and use;
3. Statistical data on minimum lot sizes in the development, the approximate areas of large development lots and pads, density/intensity of various parts of the development, floor area ratio, impervious surface area ratio and landscape surface area ratio of various land uses, expected staging, and any other plans required by the Plan Commission or Common Council; and

4. Notations relating the written information provided in the previous standards to specific areas on the GDP drawing.

5. A traffic impact assessment and stormwater management report may be requested by staff if either is deemed needed to make an informed decision on the GDP.

b. Notice of the required public hearing shall be published not more than 30 nor less than 15 days before the scheduled hearing in a newspaper published in the village or if there is none, then in a newspaper of general circulation in the village and shall contain the following information:

1. The application case number;
2. The date and time of the public hearing;
3. The location of the public hearing; and
4. The general location of the property and its common street address, if applicable, and a short description of the proposed planned unit development and purpose of the public hearing.

c. Notice of the required public hearing shall also be provided by posting a sign or signs on the property no less than 15 days prior to the public hearing. Failure to post such signs and/or the removal or knocking down (by the village or others) of the sign after posting but before the public hearing shall not invalidate, impair, or otherwise impact any planned unit development subsequently granted following such public hearing.

d. Notice of the required public hearing shall also be provided by the village by U.S. mail to the taxpayers of record and owners of record of the property which is the subject of the application (if different than the applicant), and the taxpayers of record of all property within 300 feet of the subject property. Such notice shall contain the information as is required in this section and shall be mailed by the village not more than 30 nor less than 15 days prior to the date of the public hearing. The notice shall also include the name of the applicant for the planned unit development.

e. The zoning board of appeals shall review the application, the standards and requirements established by this section, the report of the zoning administrator, and any and all evidence and testimony received by the zoning board of appeals at the public hearing. Following the close of the public hearing and at a regular meeting, the zoning board of appeals shall present its findings addressing each of the standards set forth in this section and transmit such findings, together with a recommendation of approval, approval with conditions, or denial to the village board.

(3) ~~Review and action by the village board.~~Precise Implementation Plan (PIP).

a. After the effective date of the rezoning to PD/GDP, the applicant may file an application for a proposed precise implementation plan (PIP) with the Zoning Board of Appeals. This submittal packet shall contain all of the following items, prior to its acceptance by the Zoning Administrator and placement of the item on a Zoning Board of Appeals agenda for PD review.

1. A location map of the subject property and its vicinity.
2. A general written description of the proposed PIP, including:
 - a. Specific project themes and images;
 - b. The specific mix of dwelling unit types and/or land uses;
 - c. Specific residential densities and nonresidential intensities as described by dwelling units per acre, floor area ratio, and impervious surface area ratio;
 - d. The specific treatment of natural features;
 - e. The specific relationship to nearby properties and public streets;
 - f. A statement of rationale as to why PD zoning is proposed. This shall identify barriers that the applicant perceives in the form of requirements of standard zoning districts and opportunities for community betterment the applicant suggests are available through the proposed PD zoning;
 - g. A complete list of zoning standards which will not be met by the proposed PIP and the location(s) in which they apply and a complete list of zoning standards that will be more than met by the proposed PIP and the location(s) in which they apply shall be identified. Essentially, the purpose of this listing shall be to provide the Zoning Board of Appeals with information necessary to determine the relative merits of the project in regard to private benefit versus public benefit
3. Any more specific relevant information to the approval of the PIP, including:
 - a. The names and addresses of the owner of the subject property, the applicant, and all persons having an ownership or beneficial interest in the subject property and proposed planned unit development.
 - b. A statement from the owner of the subject property, if not the applicant, approving of the filing of the application by the particular applicant.
 - c. A survey of, and legal description and street address for the subject property.
 - d. A statement indicating compliance of the proposed planned unit development with the comprehensive plan and evidence of the proposed project's compliance in specific detail with each of the standards for review for planned unit developments.
 - e. A scaled site plan showing the existing contiguous land uses, natural topographic features, zoning districts, public thoroughfares, transportation, and utilities.
 - f. A scaled site plan of the proposed planned unit development showing lot area, the required yards and setbacks, contour lines, common space, and the location, floor area ratio, lot area coverage and heights of buildings and structures, number of parking spaces and loading areas.
 - g. Schematic drawings illustrating the design and character of the building elevations, building materials, types of construction, and floor plans of all proposed buildings and structures. The drawings shall also include a schedule showing the number, type, and floor area of all uses or combinations of uses, and the floor area of the entire development.
 - h. A professional traffic study acceptable to the village showing the proposed traffic circulation pattern within and in the vicinity of the area

- of the planned unit development, including the location and description of public improvements to be installed, and any streets and access easements, if determined necessary by the zoning administrator.
- i. A schedule of development showing the approximate date for beginning and completion of each stage of construction of the planned unit development.
- j. A professional economic analysis acceptable to the village, if determined necessary by the zoning administrator, including the following:
 - i. The financial capability of the applicant to complete the proposed planned unit development;
 - ii. Evidence of the project's economic viability; and
 - iii. An analysis summarizing the economic impact the proposed planned unit development will have upon the village.
- k. Copies of all environmental impact studies as required by law.
- l. An analysis setting forth the anticipated demand on all village services, if deemed necessary by Village staff.
- m. A plan showing off-site utility improvements required to service the planned unit development, and a report showing the cost allocations and funding sources for those improvements, if deemed necessary by Village staff.
- n. A site drainage plan for the commercial planned unit development.
- 4. A Specific Implementation Plan drawing of the proposed project showing at least the following information in sufficient detail to make an evaluation against criteria for approval:
 - a. A PIP site plan conforming to any and all the requirements of Section 15-775, *Design Review*. If the proposed Planned unit development is a group development, a proposed tentative plat shall be provided in addition to the required site plan;
 - b. Location of recreational/open space areas and facilities, specifically describing those that are to be reserved or dedicated for public acquisition and use;
 - c. Statistical data on minimum lot sizes in the development, the precise areas of all development lots and pads, density/intensity of various parts of the development, floor area ratio, impervious surface area ratio and landscape surface area ratio of various land uses, expected staging, and any other plans required by the Zoning Board of Appeals, and;
 - d. Notations relating the written information provided above to specific areas on the PIP drawing.
- 5. A landscaping plan for the subject property, specifying the location, species, and installed size of all trees and shrubs. This plan shall also include a chart which provides a cumulative total for each species, type, and required location (foundation, parking lot, transition area) of all trees and shrubs.
- 6. A series of building elevations for the entire exterior of all buildings in the Planned unit development, including detailed notes as to the materials and colors proposed.

7. A general signage plan for the project, including all project identification signs, concepts for public fixtures and signs (such as street light fixtures and/or light poles or street sign faces and/or poles), and group development signage themes which are proposed to vary from City standards or common practices.
8. A general outline of the intended organizational structure for a property owners association, if any; deed restrictions and provisions for private provision of common services, if any;
9. A written description which demonstrates the full consistency of the proposed PIP with the approved GDP.
10. Any variations between the requirements of the applicable PD/GDP zoning district and the proposed PIP development; and,
11. The Precise Implementation Plan (PIP) submission may include site plan and design information, allowing the Zoning Board of Appeals to combine Design Review and review of the PIP.
12. The Specific Implementation Plan (PIP) may include final plat drawings and information, allowing the Zoning Board of Appeals to combine Final Plat review and review of the PIP.
13. The Zoning Board of Appeals or Village Board may specify other plans, documents or schedules that must be submitted prior to consideration or approval of the PIP, as such may be relevant to review.
14. The process for review and approval of the PD shall be identical to that for Special Use Permits in Section 15-780. The approval of a PD/PIP shall formally establish the PD overlay zoning district and any such land uses and site plans included in the approved PIPs.
- ~~1-15.~~ The Village may require the applicant to provide surety, with the approval of Village staff, to ensure the development of public and private improvements.

Sec. 15-724. Application requirements.

- (a) An application for a planned unit development may only be filed by one who has an ownership interest, or the agents thereof; or any contract purchaser or anyone holding an option to purchase the parcel of land on which the use or combination of uses is to be located.
- (b) Applications for a planned unit development shall be filed with the zoning administrator in such form and accompanied by such information, with sufficient copies, as shall be established from time to time by the village. Every application shall contain, at a minimum, the following information, and related data and any other plans or studies necessary to determine the potential impact of the development as determined by the village:
 - (1) The names and addresses of the owner of the subject property, the applicant, and all persons having an ownership or beneficial interest in the subject property and proposed planned unit development.
 - (2) A statement from the owner of the subject property, if not the applicant, approving of the filing of the application by the particular applicant.

(3) A survey of, and legal description and street address for the subject property.

(4) A statement indicating compliance of the proposed planned unit development with the comprehensive plan and evidence of the proposed project's compliance in specific detail with each of the standards for review for planned unit developments.

(5) A scaled site plan showing the existing contiguous land uses, natural topographic features, zoning districts, public thoroughfares, transportation, and utilities.

(6) A scaled site plan of the proposed planned unit development showing lot area, the required yards and setbacks, contour lines, common space, and the location, floor area ratio, lot area coverage and heights of buildings and structures, number of parking spaces and loading areas.

(7) Schematic drawings illustrating the design and character of the building elevations, building materials, types of construction, and floor plans of all proposed buildings and structures. The drawings shall also include a schedule showing the number, type, and floor area of all uses or combinations of uses, and the floor area of the entire development.

(8) A landscaping plan showing the location, size, character and composition of vegetation and other material.

(9) The substance of covenants, easements, and other restrictions existing and any to be imposed on the use of land, including common open space, and buildings or structures.

(10) A schedule of development showing the approximate date for beginning and completion of each stage of construction of the planned unit development.

(11) A professional traffic study acceptable to the village showing the proposed traffic circulation pattern within and in the vicinity of the area of the planned unit development, including the location and description of public improvements to be installed, and any streets and access easements, if determined necessary by the zoning administrator.

(12) A professional economic analysis acceptable to the village, if determined necessary by the zoning administrator, including the following:

a. The financial capability of the applicant to complete the proposed planned unit development;

b. Evidence of the project's economic viability; and

c. An analysis summarizing the economic impact the proposed planned unit development will have upon the village.

(13) Copies of all environmental impact studies as required by law.

(14) An analysis setting forth the anticipated demand on all village services.

(15) A plan showing off-site utility improvements required to service the planned unit development, and a report showing the cost allocations and funding sources for those improvements.

(16) A site drainage plan for the commercial planned unit development.

(17) A written summary of residents' comments, pertaining to the proposed application, from any meeting held pursuant to section 15-723(1)a.5.

(18) Every application must be accompanied by a fee in such amount as established in this Code.

(Ord. of 3-2-2021, § 155.13.6)

Sec. 15-725. Effect of approval or denial.

(a) Approval of the planned unit development by the village board authorizes the applicant to proceed with any necessary applications for building permits, certificates of occupancy, and other permits which the village may require for the proposed planned unit development. The village's zoning administrator shall review applications for these permits for compliance with the terms of the planned unit development granted by the village board. No permit shall be issued for development which does not comply with the terms of the planned unit development.

(b) The village board shall direct the zoning administrator to revise the official zoning map to reflect the existence and boundaries of each planned unit development.

(c) Subject to subsection (g) of this section, an approval of a planned unit development by the village board shall be null and void if the recipient does not file an application for a building permit relative to the proposed planned unit development within twelve months after the date of adoption of the ordinance approving the planned unit development.

(d) Subject to subsection (g) of this section, an approval of a planned unit development by the village board shall be subject to revocation if construction has not commenced within two years and does not comply with the construction schedule filed with the petition or exceeds four years.

(e) Subject to subsection (g) of this section, an approval of a planned unit development with a phasing plan shall be null and void if construction has not commenced or is not completed in accordance with the terms of that phasing plan.

(f) An extension of the time requirements stated in subsections (c) through (e) of this section may be granted by the village board for good cause shown by the applicant, provided a written request is filed with the village at least four weeks prior to the respective deadline.

(g) No application for a planned unit development which was previously denied by the village board shall be considered by the zoning board of appeals or the village board if it is resubmitted in substantially the same form and/or content within one year of the date of such prior denial. In this regard:

(1) The zoning administrator shall review the application for a planned unit development and determine if the application is or is not substantially the same. An applicant has the right to request a hearing before the village board to appeal the determination of the zoning administrator that the application is substantially the same, provided a petition for appeal is filed in writing with the zoning administrator within ten days of the zoning administrator's determination.

(2) The village board shall affirm or reverse the determination of the zoning administrator, regarding whether the new application is in substantially the same form after receipt of a petition for appeal.

(3) If it is determined that the new application is not substantially in the same form, then the applicant shall be entitled to continue with the application process in accordance with the provisions of this chapter.

(Ord. of 3-2-2021, § 155.13.7)

Sec. 15-726. Amendments and alterations to approved planned unit developments.

(a) Except as provided in subsection (b) of this section, any modifications to an approved planned unit development or any addition to or expansion of an existing planned unit development shall require separate review and approval under the provisions of sections 15-723 and 15-724.

(b) A minor change is any change in the site plan or design details of an approved planned unit development which is consistent with the standards and conditions applying to the planned unit development and which does not alter the concept or intent of the planned unit development. A minor change shall not increase the planned unit development's density, increase the height of buildings, reduce open space, modify the proportion of housing types, change or add new parking areas, alter alignment of roads, utilities or drainage, amend final development agreements, provisions or covenants, or provide any other change inconsistent with any standard or condition imposed by the village board in approving the planned unit development. The minor change may be approved by the zoning administrator without obtaining separate approval by the village board. The zoning administrator, after reviewing the request for a minor change made by the applicant, may refer the minor change to the zoning board of appeals for review and approval, not including a public hearing. In addition, the village board may, after reviewing the request for a major change made by the applicant, direct the zoning administrator to process the request as a minor change.

(c) A major change is any change in the site plan or design details of an approved planned unit development which is not a minor change as detailed in subsection (b) of this section.

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



VILLAGE of
ROSCOE

Item # 5.

Agenda Item: Discussion of Village Park Hours of Operation

Date: May 16, 2025

Meeting: COTW – 5/20/2025

Prepared by: Josef Kurlinkus

Department: Administration

Overview/Background Information

At the request of the Village Board, this item has been placed on the Committee of the Whole agenda for discussion.

Currently, Section 5-1 of the Village Code of Ordinances states: *“The parks shall be open between the hours of 6:00 a.m. and 10:30 p.m. on every day of the week.”*

This ordinance applies to all public parks owned and maintained by the Village of Roscoe.

There have been no formal requests from the public to modify these hours, either to extend or restrict access. However, the Village Board expressed interest in reviewing the current policy to determine if the established park hours remain appropriate or should be adjusted in light of evolving community needs, enforcement considerations, or operational concerns.

Action Required/Recommendation

This item is presented for discussion only. Staff is seeking direction from the Committee regarding whether any changes to the existing ordinance should be explored or drafted for future consideration

Attachments

Chapter 50, Article 1 – Parks and Recreation – General Regulations

Sec. 5-1. - Park hours.

The parks shall be open between the hours of 6:00 a.m. and 10:30 p.m. on every day of the week.

(Prior Code, § 10-13; Code 2007, § 92.20; Ord. No. 1991-6, 9-19-1991)

Sec. 5-2. - Restricted areas and buildings.

No person shall enter upon any portion of the parks where persons are prohibited as indicated by sign or notice. No person shall enter or attempt to enter any building or area in the parks when it is closed to the public or scheduled for a specific group or activity, unless invited by same.

(Prior Code, § 10-8; Code 2007, § 92.21; Ord. No. 1991-6, 9-19-1991)

Sec. 5-3. - Fires restricted.

No person shall light or make use of any fire in the park system except at those places as may be established for those purposes and then only under rules as may be prescribed therefor. Every fire shall be continuously under the care and direction of a competent person from the time it is kindled until it is completely extinguished.

(Prior Code, § 10-3; Code 2007, § 92.22; Ord. No. 1991-6, 9-19-1991)

Sec. 5-4. - Property damage, trespassing and disorderly behavior.

- (a) *Injury to trees, shrubs, structures, and properties.* No person shall cut, break, or in any way injure or deface any tree, shrub, plant, flower, turf, or any of the buildings or other structures and properties, or dig into the soil or into any road, park, parkway, or playground within the parks without permission of the director to do so.
- (b) *Animals, vehicles.* No person shall ride, drive, or lead any animal, except dogs, over or through any park or playground in the district, or haul, drag, or ride any vehicle therein, except in the roads or areas provided for those purposes.
- (c) *Disorderly conduct.* No person shall create any disturbance or commit disorderly conduct in public parks or playgrounds.
- (d) *Fights.* No person within the limits of the parks or playgrounds shall engage in, instigate, cause or procure any prize fight, dogfight, cockfight, or any public or private fighting.
- (e)

Trespass in posted areas. No person shall trespass, stand, walk, ride, or write upon any place laid out appropriated for shrubbery or grass, when there shall have been placed thereon a sign forbidding same.

(Prior Code, § 10-9; Code 2007, § 92.01; Ord. No. 1991-6, 9-19-1991)

Sec. 5-5. - Consumption and possession of intoxicating liquors; intoxicated persons.

No person shall consume or possess any intoxicating liquor within any park. No intoxicated person shall enter or remain in any park. This section shall not apply to wine intended for use and used by any church or religious organization for sacramental purposes.

(Prior Code, § 10-5; Code 2007, § 92.05; Ord. No. 1991-6, 9-19-1991; Ord. No. 1993-17, 6-2-1994; Ord. No. 2019-09, § 2, 7-16-2019)

Sec. 5-6. - Obscene language and violent, obscene conduct etc., prohibited.

No person shall use vile, abusive, profane, indecent, or obscene language or engage in any vile, abusive, violent, indecent, or obscene conduct within any park calculated to or which might reasonably result in a breach of the peace or interfere with the peaceable enjoyment of park facilities by others.

(Prior Code, § 10-4; Code 2007, § 92.04; Ord. No. 1991-6, 9-19-1991)

Sec. 5-7. - Narcotic drugs.

(a) No person within or entering any park shall use, consume, smoke, or be under the influence of heroin, marijuana, or any other drug or narcotic designed to induce excitement, exhilaration, hallucination, drowsiness, or any other abnormal or unusual conduct or behavior upon the part of the recipient or user thereof.

(b) This section shall not apply to any drug taken or used pursuant to doctor's prescription, nor to any nonprescription drug designed to reduce or cure human illness, pain, or suffering.

(Prior Code, § 10-6; Code 2007, § 92.06; Ord. No. 1991-6, 9-19-1991)

Sec. 5-8. - Littering.

No person shall deposit or leave any garbage, refuse, or other material of any kind on the park system grounds or waters. Paper, glass, cans, garbage, and other refuse of every kind resulting from picnics or other proper use of the park system shall be deposited in receptacles provided for that purpose, and no person shall litter or suffer or cause the park system to be littered in any way.

(Prior Code, § 10-7; Code 2007, § 92.07; Ord. No. 1991-6, 9-19-1991)

Sec. 5-9. - Motorized vehicles to keep to roadways, parking lots.

No person shall drive any automobile, truck, motorcycle, or other motorized vehicle within any of the parks of the village except upon the parking lots and roadways provided for driving or parking the same, except village employees in the performance of their duties.

(Prior Code, § 10-10; Code 2007, § 92.26; Ord. No. 1991-6, 9-19-1991)

Sec. 5-10. - Speed of vehicles.

No person shall drive any vehicle within the park system at a speed greater than 15 miles per hour, or greater than is reasonable and proper with regard to traffic conditions and the use of the roadway, or at a speed that endangers the safety of any person or property.

(Prior Code, § 10-11; Code 2007, § 92.27; Ord. No. 1991-6, 9-19-1991)

Secs. 5-11—5-38. - Reserved.

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Item # 6.

Agenda Item: Discussion of Economic Development Consulting Services

Date: May 16, 2025

Meeting: COTW – May 20, 2025

Prepared by: Josef Kurlinkus

Department: Administration

Overview/Background Information

In April 2024, the Village of Roscoe entered into a professional services agreement with Place Foundry, LLC for the provision of on-call economic development consulting services. The agreement was established to provide the Village with access to experienced economic development professionals on an as-needed basis, without maintaining a full-time staff position.

The Village of Roscoe currently operates without a dedicated Economic Development Director or Zoning Administrator. Instead, the Village relies on external consultants to provide support in these specialized areas. Place Foundry has served in this capacity, assisting with a range of projects related to business attraction and retention, redevelopment planning, and coordination with developers, property owners, and regional partners.

This agenda item has been placed on the Committee of the Whole for discussion of the Village's ongoing need for dedicated economic development support, and to evaluate the current relationship and scope of services provided by Place Foundry, LLC.

Action Required/Recommendation

This item is presented for discussion only. Staff is seeking input from the Committee regarding the continued use of on-call economic development services, the performance of the existing consultant, and any potential changes to the Village's approach to managing economic development functions.

Attachments

Current Agreement with Place Foundry LLC for on demand economic development services.

JANUARY 31, 2024

**PROPOSAL FOR
PLACE MAPPING ON-CALL
CONSULTING SERVICES**

**VILLAGE
OF ROSCOE,
ILLINOIS**

PREPARED FOR:

Josef Kurlinkus,
Village Administrator

PREPARED BY:

Place Foundry LLC
David A. Sidney | CEO and Founder
779-901-0244
dsidney@theplacefoundry.com
theplacefoundry.com

Dear Josef,

Thank you for the opportunity for Place Foundry to assist the Village of Roscoe with on-call consulting services. The combined services of Place Foundry LLC and Place Foundry Design PLLC will provide the Village with full-service planning and design. We look forward to helping the Village to meet strategic goals for community and economic development.

In the following pages, I have outlined three options with increasing service levels that will deliver results for the Village of Roscoe.

The options are incremental, meaning each includes and builds upon the previous options. This will allow you to pick a level that suits the Village's urgency and budget.

Please note that this is not an estimate; it is a quote. The price you agree to is exactly how much the Village will pay. If I underestimated how long Place Foundry would take to do the work, you would not be billed above the quoted amount.

Because of this, I like to detail what is included and what is not. Please do not assume anything. If there is anything the Village wants to be included that you do not see explicitly listed, let's schedule a call, and I'll send a revised quote.

When you get a chance, please review, and let me know if you have any questions or comments.

Sincerely,



David A. Sidney
CEO + Founder | Place Foundry LLC

Situation Appraisal

The Village of Roscoe ("Village") seeks a professional services group to provide on-call consulting services.

Specific services include:

1. market analysis
2. community, zoning, and spatial analysis
3. planning and urban design
4. benefit-cost analysis
5. branding and development proposal evaluation

Place Foundry will function as an extension of the Village's staffing team and support the Village President, Administrator, and Trustees in achieving its vision and goals for the broader community. Our team can take projects from an idea to conceptual design and implementation.

Based on our current understanding of scope, Place Foundry will provide Place Mapping Services for the Village of Roscoe. Below is the scope of work and deliverables.

PLACE MAPPING SERVICES

Place Mapping is the first action for municipalities, chambers of commerce, and economic development organizations to take toward building a magnetic destination. Utilizing our three-step process, we quickly test the layout, financial performance, and market feasibility for developing your properties. Our process involves the smallest to largest property owners/holding entities in the defined District. Below is an outline of the features and deliverables that come with Place Mapping services.

MARKET ANALYSIS

Property Assessment

Place Foundry will evaluate customer visit trends to Roscoe and surrounding sites to obtain data regarding foot traffic count and dwell time (how long people stay.) The property assessment helps us understand the site conditions, zoning and regulatory requirements, and infrastructure servicing needed to ensure project approval by a municipality and other related entities.

Property/Consumer Analysis

Place Foundry dives deeper into customer demographics, travel patterns, and preferences to understand potential end-users better and analyze what's happening in Roscoe's broader trade area.

Void Analysis/Fit List

Place Foundry identifies retail gaps and unmet consumer demand in your trade area and finds the right tenants to fill commercial space within the project study area. These results are helpful during initial discussions with upstream stakeholders, including potential tenants/end users and public approval agencies.

Community and Spatial Analysis

Place Foundry complements its marketplace analysis with demographic and spatial data. Our team utilizes GIS software to analyze natural and physical infrastructure to implement its comprehensive vision and land development strategy. Census, Placer.AI, and Cluster Mapping are three primary sources our team uses to understand best the village's composition, economic performance, and growth opportunities.

SCENARIO PLANNING AND VISUALIZATIONS

Visualizations and Cost Modeling

Our team creates 2D and 3D conceptual plans and renderings to communicate the economic development vision to property owners, equity capital partners, and municipal/government stakeholders. Place Foundry will work with the Village to identify and select sites for development. Scenarios include analysis of maximum building opportunities and a simple static model to help determine the return on cost for a given land use scenario or site redevelopment. The model will include hard and soft costs, sales, or leasing analysis.

Incentives + Development Policy

Place Foundry will evaluate zoning, design standards, development codes, and incentive structures to help the village decide on its preferred future for the entire community. Zoning code analysis will help the Village see strengths and barriers toward achieving specific development patterns and any barriers to economically and fiscally sustainable development.

STORYTELLING DEVELOPMENT AND ENGAGEMENT

Item # 6.

Brand Development

The essence of a place is the starting point for attracting and retaining businesses and people to live, visit, and invest. Plus, how your brand looks, your story, and you're being heard are critical for being a magnetic destination. Place Foundry crafts a cohesive narrative around your place development project and distributes that story and related materials to relevant stakeholders. We help define it and establish an easily understood identity and experience for diverse audiences. Our team will also create messages that resonate with those audiences and build campaigns that build project momentum and ultimately drive investment.

STORYTELLING EXECUTION

Stakeholder Engagement

Engaging specific stakeholders and the broader community is critical for the long-term success of any development or land use strategy. Place Foundry will facilitate regular meetings with property owners and business leaders throughout Roscoe as directed by the Village. Tasks will range from facilitating meetings with property owners and business leaders to providing feedback on emerging projects to ensure alignment with the vision for the district.

Brand Execution

Place Foundry will implement graphic assets and content development for digital platforms (website and social media platforms) and print media for recruiting developers, potential commercial tenants, and retail development. Monthly content development for publication on digital platforms (Facebook, Instagram, LinkedIn, Twitter, and website).

DEVELOPER ENGAGEMENT

Property Owner/Developer Recruitment

Place Foundry will proactively pitch and recruit local/regional, and national developers. Our team identifies local/national developers, real estate professionals, and building trades in an informal setting to gauge interest. This will also allow the Village to gain local market insights and partners.

Procurement

Place Foundry will assist the Village with preparing a Request for Proposal (RFP) based on insights from local meetings. The RFP process may include a pitch session to qualified local, regional, and national developers with experience in pop-up retail environments and permeant real estate. Place Foundry will assist the Village in interviewing developers, evaluating proposals, communicating externally, and selecting developers.

DEVELOPMENT IMPLEMENTATION

Proposal Evaluations

Place Foundry's involvement includes assisting the Village of Roscoe with evaluating property developer proposals within the district footprint. From proposal assessment and recommendation to selection, our team will advise the Village on entitlements, incentives, and financial feasibility analysis.

SERVICES

TIMELINE

The proposed timeline for each set of services and deliverable is presented below. Place Foundry will begin project work immediately after authorizations from the Village of Roscoe.

PHASE 1

Initial Scope of Work Review / Place Analysis

Phase I focuses on determining the boundaries of the study area and key corridors/districts for economic analysis. It includes conducting data analysis and documenting findings.

Place Foundry will:

- Convene a kick-off meeting with representatives of the Village. The meeting will launch on-call services and explore place development strategies..
- Establish study area parameters.
- Explore economic development tools and grant opportunities.
- Document findings into a report

In Phase 1, services and deliverables include:

- 1) an analysis of the market and broader community
- 2) a place analysis report.

Place Foundry anticipates 3 months to complete phase 1.

PHASE 2

Prepare Action Plan

In the second phase, the place development strategy (action plan) materials are developed for the Village. With defined corridor/district study areas, Place Foundry will prepare visuals, strategies, and recommendations for the Village to execute in Phase 3.

Additionally, Place Foundry will work with Village representatives to confirm key milestones, stakeholder engagement/presentations, and other tasks as needed for Phase 2.

Services and Deliverables in Phase 2 include:

- 1) scenario planning and visualizations;
- 2) place storytelling book;
- 3) digital assets for website and social media communications;
- 4) stakeholder engagement.

Place Foundry anticipates 6 months to complete phase 2.

PHASE 3

Adoption of Key Strategies

The focus of phase three is the adoption of the place development strategy (action plan) and the launch of key strategies for the Village to execute. Place Foundry will assist the Village, as needed, with strategy implementation. Place Foundry anticipates 3 months to launch storytelling execution and stakeholder/developer engagement.

Note: Due to the nature of on-call services, the Village may request services not sequenced in each phase above. These services are defined above.

TEAM

Below is an accountability chart indicating key staff and management related to this proposal.

David Sidney will be the principal management contact for all projects assigned to Place Foundry. It will ensure adequate resources are allocated to projects resulting from this on-call contract and that project goals and contractual requirements are met.

VILLAGE OF ROSCOE PRESIDENT, TRUSTEES, AND STAFF

DAVID SIDNEY
PRINCIPAL STRATEGIST

EUGEN CRACIUNESCU
PLACE STRATEGIST

MICHELLE SIDNEY
PLACE BRANDING



DAVID A. SIDNEY

COFOUNDER + CHIEF EXECUTIVE OFFICER

As CEO of Place Foundry, David oversees our place development consulting, planning, and design portfolio. He launched Place Foundry LLC in June 2021 to help individuals, organizations, and communities build magnetic destinations for commerce, housing, earning, and healthy living. David has over 18 years of experience designing and managing projects as a private sector urban planner, Comprehensive Planning and Design Manager for the City of Rockford, Illinois, and Executive Director for a non-profit community transformation organization.

AREAS OF EXPERTISE

Strategic Planning

- Innovation Ecosystem Mapping
- Outcomes and Goal Setting
- Benefit/Cost Analysis
- Comprehensive Plan Updates

Community Engagement

- Public participation process
- Broad engagement through in-person and online events

Development/ Redevelopment

- Development Proforma Creation and Analysis
- Development strategic planning
- Development coordination
- Market Analysis
- Retail Analysis
- Project Management

RELEVANT PROJECT EXPERIENCE

- Riverside Commons Blueprint, Rockford IL, The Parks Chamber of Commerce
- South Avon Development, Rockford, IL, Rockford Housing Development Corporation
- Prairie Hill Development, Rockford, IL, CMM Associates
- Brewhouse District, Rockford, IL, K&K Associates
- Downtown Rockford Strategic Action Plan, Rockford IL, City of Rockford*

- Prairie Street Brewhouse Development Plan, Rockford, IL, K&K Associates*
- Miracle Mile Mixed Use Infill Development Plan, Rockford, IL, Miracle Mile Business District Association*
- Winnebago County Unified Development Plan and Ordinance, Winnebago County, IL, County of Winnebago*
- Adaptive Reuse Study, Sterling, IL, City of Sterling*

**Projects completed before working with Place Foundry*

EDUCATION

- Bachelor of Urban & Regional Planning, University of Illinois at Urbana-Champaign (2005)
- Master of Urban Planning, University of Illinois at Urbana-Champaign (2006)
- Masters of Christian Ministry, Northern Seminary (2015)



EUGEN CRACIUNESCU

PLACE STRATEGIST

Eugen is a Place Strategist-Designer for Place Foundry LLC. He recently received his Bachelor of Arts from the University of Chicago in Public Policy & Environmental and Urban Studies, focusing on enhancing community engagement in urban planning. He has used his experience in community-based development in Chicago and academic research in urban studies to develop critical insights into urban planning practice. Eugen is committed to combining community assets and knowledge, evidence-based best practices in urban design, and in-depth research to produce meaningful and effective placemaking strategies.

AREAS OF EXPERTISE

Community Engagement

- Public Participation Strategies
- Resident surveys and focus groups
- Newsletters, reports, communications

GIS Analysis and Visualization

- Shapefile creation and manipulation
- Land-use, parcel, and building footprint map visualization
- Statistical analysis

Zoning and Land Use Policy

- Municipal code analysis
- Policy briefs and amendments

2D and 3D Visualization

- Sketchup

Economic Analysis

- Retail and consumption pattern analysis

RELEVANT PROJECT EXPERIENCE

- Riverside Commons Blueprint, Rockford IL, The Parks Chamber of Commerce
- South Avon Development, Rockford, IL, Rockford Housing Development Corporation
- Prairie Hill Development, Rockford, IL, CMM Associates
- Brewhouse District, Rockford, IL, K&K Associates

EDUCATION

- Bachelor of Arts (Public Policy and Environmental and Urban Studies), University of Chicago



MICHELLE SIDNEY

COFOUNDER + VISUAL BRAND DIRECTOR

Michelle is a co-owner of Place Foundry LLC. She has over 16 years of experience in graphic design in the non-profit and private sectors. Her work portfolio focuses on print and digital design, including typography, photography, branding, editorial design and digital marketing. She served as Senior Graphic Designer at Kerry North America, Graphic Designer at Street Level Studio (Chicago), and Graphic Designer for an nonprofit organization based in Indianapolis, Indiana.

AREAS OF EXPERTISE

Design

- Adobe Creative Suite Expert
- Web Design
- Print Design
- Photography
- Typography

Marketing

- Social Media
- Newsletter
- Email

Visual Storytelling

- Brand & Visual Identity
- Infographics

RELEVANT PROJECT EXPERIENCE

- Riverside Commons Blueprint, Rockford IL, The Parks Chamber of Commerce
- South Avon Development, Rockford, IL, Rockford Housing Development Corporation
- Prairie Hill Development, Rockford, IL, CMM Associates
- Brewhouse District, Rockford, IL, K&K Associates

EDUCATION

- Bachelor of Science (Fine Arts, Graphic Design), Bradley University

TESTIMONIALS

**JERRY LUMPKINS,
BOARD PRESIDENT,
ROCKFORD HOUSING
DEVELOPMENT
CORPORATION**

Jerry Lumpkins
312.371.5039
GLumpkins@valley.com

"David is a consummate professional and a tremendous asset to the Rockford community. David's firm has been an absolute joy to work with. They are thorough, engaging, and resourceful and have provided tons of value to the South Avon development. RHDC was very excited to partner with David and his Team to launch the South Avon community economic development. RHDC is looking to expand the partnership for many years to come"

**CHRIS MANUEL,
CEO, CMM & ASSOCIATES**

Chris Manuel
312.371.5039
chris@cmmandassociates.com

"Our team had a great experience working with Place Foundry to create a development playbook incorporating commerce, housing, and healthy living to guide our property development efforts."

**TONYA LAMIA,
FORMER EXECUTIVE
DIRECTOR,
THE PARKS CHAMBER OF
COMMERCE**

Tonya Lamia
815.997.3724
tonyalamia@gmail.com

"The deliverables produced by David and his team far exceeded my expectations, and I am known to be a tough critic. Even in the early stages of the first District, our region's elected and municipal leaders, land and business owners, media outlets, and citizens have quickly understood and embraced the vision, shared in the excitement, and even incorporated place development language in everyday conversations...
I've never experienced anything like it!"

Risks and Assumptions

The following risks and assumptions apply to some or all the options above. Please let me know if you have any questions, comments, additions, or changes before accepting the proposal.

Risks:

- Nonresidential construction trends toward a hard vs. soft landing in the business cycle.
- Consumer Prices, Retail, and Production dip into a recession in 2024 before recovery and accelerating growth in 2025 and 2026.
- Team members with the Village leave for other opportunities requiring a refocusing, onboarding, and continuation of work with new leadership.

Assumptions:

- Property Owners are engaged in the planning process.
- Everyone remains open to new ideas and approaches, balancing objective, and subjective data with self-generated solutions.
- Our team will have reasonable communication access to Village Leadership and can expect response times to be less than two (2) business days for any project questions.
- Village leadership will review changes and provide feedback in a timely fashion periodically throughout the project.

AGREEMENT

CONTRACT AGREEMENT

This Contract Agreement ("Agreement"), is entered between the Village of Roscoe, Illinois ("Village") and Place Foundry LLC (Place Foundry), an Illinois Corporation.

Scope of Work

Place Foundry agrees to work with the Village of Roscoe to execute professional consulting services as defined in the scope of work below:

PLACE MAPPING PRO (OPTION 1)

Expectations

We agree that honesty, confidentiality, and wonder are critical to the success of this consulting relationship.

Client, the Village of Roscoe, agrees to:

- Speak openly and honestly about each place development scenario created during the process.
- Remain open to new ideas and approaches.
- Engage fully in in-person and virtual work sessions.
- Ensure timely dissemination of information necessary to place development plan process and completion.

Consultant, Place Foundry LLC, Agrees to:

- Facilitate the discovery of creative and achievable development opportunities and options.
- Balance subjective data with self-generated ideas and solutions.
- Hold the client responsible and accountable for the client's decisions to achieve the project's overarching value proposition and return on investment.
- Provide materials and information as outlined in the description of the working agreement above.

Key Personnel

Place Foundry shall assign David Sidney from its organization as the "Key Person" to perform the work and other obligations of Place Foundry outlined in this Agreement. The Place Foundry team members will assist David Sidney and collaborate with the Village to carry out tasks and deliverables as defined above.

Conflicts of Interest

Place Foundry agrees to be responsible for ensuring that it does not have any ethical impediment to working on matters and to confirm that it does not have a conflict of interest in serving the Village by the terms of this Agreement and to keep the Village informed should any such conflicts later arise.

Duration and Fees

This consulting relationship will begin on Monday, February 5, 2024. Place Foundry will invoice the Village monthly through QuickBooks Online for **Place Mapping Pro (Option 1)** consulting services.

Additionally:

The term of this contract will be for twelve (12) months commencing after the execution by the Village Trustees, unless sooner terminated or extended, in whole or in part, as provided in this contract.

Place Foundry will invoice the Village monthly based on **Option 1** scope of services (tasks and deliverables).

Place Foundry will maintain a record-keeping system to track monthly services and deliverables to the Village.

All invoice payments are Net 30. Unpaid invoices after 60 days shall constitute a material default of this Agreement for which Place Foundry LLC has the right to cease performing all its work and recover termination costs and damages.

Place Foundry will charge an hourly rate of \$135/hour for travel outside the Rockford, Illinois MSA, or otherwise, as required.

Place Foundry does not charge for regular business expenses except messenger/overnight services.

The Client may terminate this Agreement at any Phase upon fifteen (15) days written notice to the Chief Executive Officer. In the event of termination, the Chief Executive Officer shall be compensated for all services performed to the termination date and reimbursable expenses incurred.

This proposal is good for 30 days from the date on the Cover page.

**The monthly payment is due net 30 days.
Late payments will result in a 3% monthly fee.**

THE CONTRACT/AGREEMENT IS NON-TRANSFERABLE AND NON-REFUNDABLE.

ACCEPTED AND AGREED TO:

I/we, the undersigned, authorize Place Foundry LLC to provide Place Mapping Pro services **(Option 1)**, for \$5,900/month for twelve (12) months and agree that I/we are familiar with and accept the above terms.

CLIENT:

CONSULTANT:

SIGNATURE

SIGNATURE

NAME

NAME

TITLE

TITLE

DATE ACCEPTED

DATE PROPOSED:

PLACE
foundry

Place Foundry LLC
728 North Prospect Street
Suite 101
Rockford, IL 61107