



VILLAGE OF WINNEBAGO

COMMITTEE OF THE WHOLE

August 06, 2025 at 6:05 PM

108 West Main Street and Virtually

To access meeting from any device: <https://global.gotomeeting.com/join/856730805>

Or by (Toll Free): 1 877 309 2073 | Access Code: 856-730-805

1. **RECORDING OF THE MEETING**
2. **CALL TO ORDER**
3. **ROLL CALL**
4. **ESTABLISHMENT OF A QUORUM**
5. **MEETING GUIDELINES**

Discussion and Vote to Allow an Absent Trustee to Vote By Phone or Other Allowable Means.

6. **PUBLIC COMMENT**

It is recommended that a written request to address the Village Board by non-members should be submitted via mail, hand delivery, or the Village Website to the Village of Winnebago Office located at 108 West Main Street, Winnebago, Illinois, 61088, by 12:00 Noon on the day of the meeting scheduled by the Village authorities in which the speaker would like to participate. Alternatively, speakers may fill out the form at the meeting to sign up for public comment. Each speaker is limited to three (3) minutes. A maximum of thirty (30) minutes shall be allowed for public comment at each meeting.

7. **APPROVAL OF MINUTES**

[a.](#) Approval of the Committee of the Whole Meeting Minutes of July 16, 2025

8. **EXECUTIVE SESSION (CLOSED SESSION) Pursuant to 5ILCS 120/2(c)**

9. **DISCUSSION**

- [a.](#) Snow Ordinance Update
- [b.](#) 209 W Main Street Development Agreement
- [c.](#) Peak Storage Letter of Credit Renewal Agreement
- [d.](#) 6 Month Budget Review
- [e.](#) Special Event Form Update

10. **NEW BUSINESS**

11. **ADJOURNMENT**

Posted: July 31, 2025 at 3:15 p.m. at 108 W. Main Street, Winnebago, IL
and online at www.villageofwinnebago.com Tel 815.335.2020 | Fax 815.415-8491

The Committee of the Whole of the Village of Winnebago was held on July 16, 2025, at 6:06 p.m. with President Franklin J. Eubank, Jr. presiding. The link for the employees and the public to attend remotely was made available through GoToMeeting.

ROLL CALL: ACKERMAN – KIM - MCKINNON – SPRINGER – present
LEFEVRE absent

Guests: Attorney Mary Gaziano, Village Administrator Joseph Dienberg, Public Works Director Chad Insko, Treasurer Dana Novinson, Chief Jeff White, Lieutenant Nick Haff, Jeanne Mulrooney, Carrie Woolbright, Alyssa Glenn. At 6:14 Mallory Glenn and Heather Wilson entered the meeting. Brice Glenn arrived at 6:45 p.m., and at 6:46 Mr. Woolbright arrived.

4. ESTABLISHMENT OF A QUORUM – A quorum was established.

5. MEETING GUIDELINES

6. PUBLIC COMMENT – No one requested the opportunity to address the Board.

7. APPROVAL OF MINUTES

- a. A motion was made by MR. MCKINNON, seconded by MR. ACKERMAN to accept the minutes of the July 2, 2025, meeting as presented. Motion carried on a voice vote.
Mr. Dienberg asked to postpone items 8c. and 8d. until the business owners of Table Talk arrive, as he received a notification just as the meeting began that they were running late.

8. DISCUSSION

- c. Discussion of the Hotel/Motel Tax Implementation.

Mr. Dienberg noted that at the last meeting, potential regulations regarding Airbnb were discussed, along with the idea of adopting an ordinance modeled after the City of Rockford's short-term rental ordinance. He stated that the ordinance reviewed included a hotel/motel tax section. After consulting with Attorney Gaziano, he felt that if the Village wanted to impose a hotel/motel tax, it should be a separate ordinance. Additionally, he noted that as a non-home rule municipality, the maximum allowable tax would be 5%.

MR. ACKERMAN stated that the Unified Development Ordinance addresses temporary short-term rentals referred to as bed and breakfasts (B&B). MR. MCKINNON stated the UDO does not address the hotel/motel tax. MR. EUBANK asked if the Board wanted to pursue the hotel/motel tax. MR. KIM remarked that since the bulk of the work had already been done, why not have it in place if it becomes applicable in the future, which would provide an additional revenue stream.

MR. MCKINNON stated that it is a fair argument—if the Police Department is burdened with oversight duties without a corresponding revenue source, this ordinance would provide the necessary funding for those services.

MR. MCKINNON made a motion to table the tax on hotels, motels and Airbnb's, seconded by MR. ACKERMAN. Motion carried on a voice vote of those present.

- d. Short Term Rental Ordinance Discussion

Mr. Dienberg presented a draft ordinance modeled after the City of Rockford's ordinance for the operation of short-term rentals. The Board discussed the differences between bed and breakfasts and short-term rentals, as well as permitting and enforcement processes.

Based on the prior discussion regarding the hotel/motel tax, Mr. Dienberg will amend the proposed Short-Term Rental Ordinance by striking Section 15 (XV). The Board further discussed a possible text amendment to the UDO to clarify language regarding short-term rentals.

- a. An Ordinance Authorizing Designated On-Street and Municipal Parking to Satisfy Parking Requirements for 209 W. Main Street.

Mr. Dienberg stated that the proposed ordinance authorizes designated on-street parking and municipal parking. There was a lengthy discussion concerning parking spaces. MR. ACKERMAN stated the importance of separate downtown requirements in the UDO, since the current regulations hinder businesses in the downtown.

- b. Development Agreement for Table Talk Supper Club at 209 W. Main Street.

Mr. Dienberg introduced a proposed Development Agreement between the Village, the property owner, and the business owners of 209 W. Main Street. The Board and the business owners discussed the alley way, signage, parking, and smoke coming from the outdoor culinary smokers used for food preparation. PRESIDENT EUBANK suggested that the Mr. Dienberg, Building Official Aaron Moore, Mr. Insko, Luke Ziegler of Fehr Graham and Attorney Gaziano get together with Mr. Woolbright and Mr. Glenn to discuss the agreement prior to the next meeting.

9. EXECUTIVE SESSION– None needed

10. NEW BUSINESS – PRESIDENT EUBANK stated that since the Winnebago Area Chamber of Commerce has disbanded that he would like to host quarterly or monthly meetings with Winnebago business owners. It was also noted that a draft of Special Event Packet would be discussed at the next Committee of the Whole meeting on August 6, 2025.

11. ADJOURNMENT

A motion was made by MR. KIM, seconded by MR. MCKINNON to adjourn at 7:51p.m. Motion carried on a voice vote.

UNAPPROVED

Kellie Symonds, Deputy Clerk



Agenda Item Executive Summary

Item Name AN ORDINANCE AMENDING ORDINANCE NO. 2004-21 PERTAINING TO SNOW REMOVAL PARKING RESTRICTIONS Committee or Board Committee

BUDGET IMPACT

Amount:	N/A	Budgeted:	N/A
List what fund:	N/A		

EXECUTIVE SUMMARY

This ordinance updates the Village of Winnebago's existing snow removal parking regulations by granting the Village Administrator, in consultation with Public Works or the Police Department, authority to proactively declare a "Snow Emergency" based on weather forecasts or hazardous conditions. Under a declared emergency, parking restrictions will take effect regardless of the snow depth. This amendment addresses the operational challenge of plowing around parked vehicles before the two-inch accumulation threshold is met. By enabling earlier enforcement and communication through multiple public channels, the Village aims to enhance safety and snow removal efficiency.

ATTACHMENTS (PLEASE LIST)

Ordinance

ACTION REQUESTED

- ☒ For Discussion Only
- ☐ Resolution
- ☒ Ordinance
- ☐ Motion:

MOTION: I MOVE TO APPROVE ORDINANCE 2025-__, AN ORDINANCE AMENDING ORDINANCE NO. 2004-21 PERTAINING TO SNOW REMOVAL PARKING RESTRICTIONS

Staff: Joey Dienberg, Village Administrator Date: 8/6/2025

ORDINANCE NO. 2025-__

**AN ORDINANCE AMENDING ORDINANCE NO. 2004-21 PERTAINING TO THE
REGULATION AND CONTROL OF PARKING OF VEHICLES IN AND UPON THE
STREETS WITHIN THE CORPORATE LIMITS OF THE VILLAGE OF WINNEBAGO,
ILLINOIS, DURING SNOW REMOVAL**

WHEREAS, the increased parking of vehicles upon streets within the corporate limits of the Village of Winnebago during periods of snow removal requires reasonable and proper regulation and control to protect and safeguard against injury to persons and property and to permit efficient and effective snow removal; and

WHEREAS, it is in the best interests of the Village to provide the Director of Public Works with authority to declare a Snow Emergency in advance of a storm, so that proper public notice may be given and snow removal operations may be conducted in a safe and timely manner;

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Winnebago, Illinois, as follows:

SECTION I – SHORT TITLE

This ordinance shall be known and may be cited as the “Snow Removal Parking Regulation Ordinance.”

SECTION II - PARKING RESTRICTIONS DURING SNOWFALL

No person shall park any motor vehicle on any street located within the corporate limits of the Village of Winnebago under the following conditions:

- (a) After snow has fallen to a depth of two (2) inches or more until such time as the snow has been plowed to the side of the street;
- (b) During a declared Snow Emergency, as authorized in Section III, regardless of the amount of accumulation.

SECTION III – AUTHORITY TO DECLARE SNOW EMERGENCY

The Village Administrator, or his or her designee, in consultation with the Director of Public Works or the Chief of Police, shall have the authority to declare a Snow Emergency in advance of, or during, any anticipated or ongoing winter storm event.

A Snow Emergency may be declared based on projected weather conditions, forecasted snow accumulation, or any other factors likely to impair snow removal efforts or create hazardous travel conditions.

The declaration shall be communicated to the public using the Village website, social media accounts, local media outlets, or other reasonable methods.

During a declared Snow Emergency, the parking restrictions in Section II shall be in full effect until such time as the Snow Emergency has been lifted.

SECTION IV – PENALTIES

A. **Fine Structure.** Any person, whether as owner, operator, or person in control of a vehicle, who violates this Ordinance shall be subject to the following fine schedule:

1. **First Offense:** Fine of twenty-five dollars (\$25.00).
2. **Second and Subsequent Offenses:** Fine of fifty dollars (\$50.00) per violation.

Each day a vehicle remains in violation constitutes a separate offense. The Village may track offenses per snow season (October 1 through April 30) for enforcement purposes. In the event there is no resolution of the ticket issued in accordance with the above schedule, the matter will then be prosecuted by the Village Attorney as an ordinance violation, and be subject to court fees and costs associated with being entered into the court system.

B. **Towing and Storage:** In addition to any applicable fine, the violator shall be responsible for the reasonable and customary towing and storage charges associated with the removal and impoundment of any vehicle parked in violation. No towing or storage fees shall be assessed for any removal determined to have been erroneous.

SECTION V – REMOVAL OF VEHICLES

The Police Department of the Village of Winnebago, Illinois, is hereby authorized to cause the removal from the street of any vehicle parked in violation of the provisions of this ordinance.

SECTION VI – REPEAL OF ORDINANCE NO. 2004-21

This ordinance revokes, supersedes, and replaces Ordinance No. 2004-21 in its entirety previously passed and approved on 12-28-2004 and published in pamphlet form on 12-29-2004. Furthermore, any other ordinance or portion of an ordinance in conflict with this ordinance is hereby repealed.

SECTION VII. EFFECTIVE DATE.

This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as required by law.

DRAFT



Agenda Item Executive Summary

Item Name Development Agreement for Table Talk Supper Club at 209 W. Main Street Committee or Board Committee of the Whole

BUDGET IMPACT

Amount:	N/A	Budgeted:	N/A
List what fund:	N/A		

EXECUTIVE SUMMARY

Following the Committee of the Whole (COW) meeting on July 16, 2025, and based on feedback received, the Village has worked with the property owner and developer to produce a revised Development Agreement for 209 W. Main Street. This updated draft formalizes the scope of improvements proposed by the Table Talk Supper Club and outlines the terms under which these will be constructed within the Village's right-of-way.

Key elements include:

- Submission of a professionally engineered site plan prepared by CES Inc., which includes alley improvements to support site access and service.
- A modified escrow arrangement requiring in recognition of Village staff's initial permitting oversight, and waiving up to 12 hours of engineering review by Fehr Graham.
- A formal commitment by the Developer to maintain the improved alley segment until such time as the Village connects it to Pecatonica Street.
- Ordinance-based satisfaction of parking requirements via designated public and on-street parking, in light of the site's downtown location.
- Conditions around potential future development, use of an outdoor smoker, signage, and Village inspection and enforcement authority.

The agreement preserves Village ownership of the alley, protects utility access, and sets standards for materials, insurance, and liability. It also affirms the Owner's consent to the proposed work and includes mechanisms to ensure compliance with all applicable Village codes.

ATTACHMENTS (PLEASE LIST)

Site Plan for 209 W. Main, Draft Agreement

ACTION REQUESTED

- ☒ For Discussion Only
☐ Resolution
☐ Ordinance
☐ Motion:

MOTION:

Staff: Joseph Dienberg Date: 8/6/2025



Agenda Item Executive Summary

Item Name APPROVAL OF EXTENSION TO LETTER OF CREDIT FOR PEAK STORAGE SITE DEVELOPMENT Committee or Board Committee of the Whole

BUDGET IMPACT

Amount:	N/A	Budgeted:	N/A
List what fund:	N/A		

EXECUTIVE SUMMARY

Peak Storage, located on Kasch Drive, provided an irrevocable letter of credit in September 2024 in the amount of \$37,570.50. This letter of credit was a condition of engineering approval for the project and secures the future construction of a recreational path across the property frontage if additional development does not occur.

The letter of credit is scheduled to expire in September 2025. Peak Storage has requested an extension to this letter of credit to remain in good standing with Village requirements and to continue satisfying the conditions of the development approval.

Board approval is necessary to authorize the extension.

ATTACHMENTS (PLEASE LIST)

August 27, 2024 Fehr Graham Review Letter, July 25, 2023 Conditional Approval Letter, July 24, 2023 Comment Review Letter No. 2, July 14, 2023 Comment Review Letter No. 1

ACTION REQUESTED

- ☒ For Discussion Only
- ☐ Resolution
- ☐ Ordinance
- ☐ Motion:

MOTION:

Staff: Joseph Dienberg Date: 8/6/2025

July 14, 2023

Mr. Frank Eubank
Village President
108 W. Main Street
Winnebago, Illinois 61088

**Re: Storage Facility Lot 1, Peak Storage – Site Development Review No. 1
(Kasch Drive)**

Dear Mr. Eubank,

On behalf of the Village of Winnebago, Fehr Graham has reviewed the Engineering Plans and the Final Plat for the above-referenced project for compliance with the Village of Winnebago Code. The plans, plat, drainage report, and SWPPP were prepared by R.K. Johnson & Associates, Inc., dated June 16, 2023 and submitted to the Village for review via email on June 19, 2023. The engineering review has generated the following comments:

General Comments:

1. Please provide a copy of the approved IEPA NPDES permit when available to the Village of Winnebago. It appears that site disturbance will be greater than 1 acre.
2. Per the Winnebago UDO Section 12.10 the minimum number of parking spaces for self-storage sites is 3 spaces plus 1 space for every 50 storage units. Placing these spaces in front of the units is not approvable. If a variance is desired, this will have to be approved by the Village Board.
3. Per the Winnebago UDO Section 12.04.02, please provide turning movements to indicate adequate turning space for delivery vehicles (WB-65 or as applicable) and emergency vehicles. These vehicles cannot utilize the public roadway for turning space in order to properly access the site.
4. Provide landscaping plans per the Winnebago UDO Section 12.16.04
5. It should be noted that there is proposed pavement over an existing utility easement on the south side of the property that has not been vacated. The property owner shall be responsible for any repercussions associated with constructing over an existing utility easement.
6. Please provide lighting plans compliant with the Winnebago UDO Section 12.17.

Engineering Plan Review Comments:

Sheet 1:

- Include all structures and surface hatches in legend.
- Please show the parking spaces requested above on the site plans.
- The current drive aisles do not meet the minimum widths for two way traffic. Are these intended to be for one way traffic? If so, please provide necessary pavement marking and signage to properly indicate one way traffic.

July 14, 2023
Mr. Frank Eubank, Village of Winnebago
Dollar General – Site Plan and Final Plat Review
Page 2

Sheet 2:

- Include all structures and surface hatches in legend.
- Line up inlet protection with inlets.
- Show the lawn seeding and erosion control blanket described in the SWPPP.

Drainage Report Review Comments:

1. Provide stormwater calculations for proposed storm sewer.
2. Provide emergency overflow calculations to show compliance with the Winnebago UDO Section 10.03.06 4d and ensure that overflow routing will not negatively affect buildings as their finished floors are established.

Please feel free to contact me if you have any questions or concerns. If you would like to meet to discuss this project further, please call me at (815) 394-4700.

Respectfully Submitted,



Seth Gronewold, PE
Principal

SWG:adn

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July 24, 2023

Mr. Frank Eubank
Village President
108 W. Main Street
Winnebago, Illinois 61088

Re: Storage Facility Lot 1, Peak Storage – Site Development Site Plan Review Letter #2

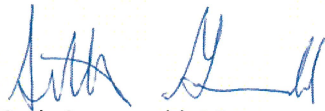
Dear Mr. Eubank,

On behalf of the Village of Winnebago, Fehr Graham has reviewed the Engineering Plans for the above-referenced project for compliance with the Village of Winnebago Code. The plans, drainage report and landscape plans were prepared by R.K. Johnson & Associates, Inc., dated July 18, 2023 and submitted to the Village for review via email on July 18, 2023. The Engineering Review has generated the following comments:

1. Please provide a copy of the approved IEPA NPDES permit when available to the Village of Winnebago. It appears that site disturbance will be greater than 1 acre. Should the developer elect to begin construction prior to receipt of the permit, this shall be done at their own risk.
2. Landscaping plan appears to meet the 15% coverage in the current phase of development. If additional area is developed on the eastern portion of the site, it will have to be proven in the future that the 15% landscaping requirement can continue to be met. Additional trees and shrubs may also be required as part of future development. It is highly recommended that evergreen trees be allowed at minimum 15 feet for growing space, to prevent future maintenance related issues.
3. It is our understanding that Winnebago P&Z has approved the proposed lighting in Ordinance 2023-04 and 2023-05
4. Per Win-Bur-Sew Fire Protection District and the fire code, drive aisles shall have 20' width minimum to accommodate fire trucks. This would require the north and south aisles to be widened from 17' as currently proposed. It is understood that this adjustment would likely reduce the internal drive aisles from 22' wide to 20' wide. Please provide updated plans once the adjustment has been completed.

Please feel free to contact me if you have any questions or concerns. If you would like to meet to discuss this project further, please call me at (815) 394-4700.

Respectfully Submitted,



Seth Gronewold, PE
Principal

SWG:adn

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July 25, 2023

Mr. Frank Eubank
Village President
108 W. Main Street
Winnebago, Illinois 61088

Re: Storage Facility Lot 1, Peak Storage – Site Development Conditional Approval Letter

Dear Mr. Eubank,

On behalf of the Village of Winnebago, Fehr Graham has reviewed the Engineering Plans for the above-referenced project for compliance with the Village of Winnebago Code.

The plans were prepared by R.K. Johnson & Associates, Inc., dated July 24, 2023 and submitted to the Village for review via email on July 24, 2023.

Engineering approval has been granted for the subject development, with the following conditions:

1. Please provide a copy of the approved IEPA NPDES permit when available to the Village of Winnebago. It appears that site disturbance will be greater than 1 acre. Should the developer elect to begin construction prior to receipt of the permit, this shall be done at their own risk.
2. Landscaping plan appears to meet the 15% coverage in the current phase of development. If additional area is developed on the eastern portion of the site, it will have to be proven in the future that the 15% landscaping requirement can continue to be met. Additional trees and shrubs may also be required as part of future development. It is highly recommended that evergreen trees be allowed at minimum 15 feet for growing space, to prevent future maintenance related issues.

Please feel free to contact me if you have any questions or concerns. If you would like to meet to discuss this project further, please call me at (815) 394-4700.

Respectfully Submitted,

Seth Gronewold, PE
Principal

SWG:adn

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August 27, 2024

Mr. Frank Eubank
Village President
Village of Winnebago
108 West Main Street
Winnebago, Illinois 61088

**Re: Storage Facility Lot 1, Peak Storage
Site Development Conditional Approval Letter**

Dear Mr. Eubank,

On behalf of the Village of Winnebago, Fehr Graham has reviewed the Engineering Plans for the above-referenced project for compliance with the Village of Winnebago Code. The plans were prepared by R.K. Johnson & Associates, Inc., dated August 23, 2024, and submitted to the Village for review via email on August 23, 2024. Engineering approval has been granted for the subject development, with the following conditions:

General Comments

1. Please provide a copy of the approved IEPA NPDES permit when available to the Village of Winnebago. Site disturbance will be greater than 1 acre. An inspection report has been obtained from Winnebago County Soil and Water Conservation District which indicates that this permit is "inactive" amongst other violations.
2. Detectable warnings are not required at the approach crossing due to the entrance being private.
3. The recreational path route through the driveway/approach of the property will need to be ADA-compliant. The current driveway slope does not allow for ADA compliance and neither does the eastern curb line. It is understood that the recreational path to the east of the entrance is not anticipated to be constructed until the eastern portion of the lot is developed. It has been determined that the Village will accept construction responsibility to meet ADA compliance within the driveway/approach.
4. An irrevocable letter of credit shall be provided to the Village in an amount of \$37,570.50 per the attached estimate of cost to allow for the construction of the recreational path extension should future development of the eastern portion of the lot not occur. At this time, the estimate of cost solely includes the cost for the construction of HMA portions of the recreation path to extend from the western property limit to the eastern property limit, as well as one (1) storm inlet adjustment. The Village has accepted responsibility for the construction of the recreation path PCC sidewalk ramps/landings on either side of the driveway, as well as all work within the curb limits of the driveway to meet ADA compliance, including, but not limited to, the removal and replacement of required curb and gutter, as well as approach and roadway pavement. Note, the value of the letter of credit is based upon the required one hundred and ten (110%) percent of the estimated cost, per Section 8.08.01 1.a.i.1 of the Village of Winnebago Unified Development Ordinance.

August 27, 2024
President Frank Eubank, Village of Winnebago
Peak Storage Review Letter
Page 2

Please feel free to contact me if you have any questions or concerns. If you would like to meet to discuss this project further, please contact me at (815) 394-4700.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'Seth Gronewold', with a stylized flourish at the end.

Seth Gronewold, PE
Principal

SWG:cld

Attachment

O:\Winnebago, Village of\24-125 - 2024 General Engineering Services\PA Final\PH01 - Development\24-125 PH01 - Winnebago
2024.08.27 REVISED Peak Storage Review 2.docx

FEHR GRAHAM

ENGINEERING & ENVIRONMENTAL

ENGINEER'S OPINION OF PROBABLE COST
Peak Storage Recreation Path, Village of Winnebago
 PROJECT NO. 24-125 PH01 DATE: 8/27/2024

NO.	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
Peak Storage Recreation Path					\$ 31,050.00
1	AGGREGATE BASE COURSE, TYPE B, 7" (CA-2)	390	SY	\$ 25.00	\$ 9,750.00
2	AGGREGATE BASE COURSE, TYPE B, 3" (CA-6)	390	SY	\$ 20.00	\$ 7,800.00
3	HOT-MIX ASPHALT BINDER COURSE, IL-19.0, N50, 2.5"	60	TON	\$ 125.00	\$ 7,500.00
4	HOT-MIX ASPHALT SURFACE COURSE, MIX "D", N50, 1.5"	36	TON	\$ 125.00	\$ 4,500.00
5	STORM INLET ADJUSTMENT	1	EA	\$ 1,500.00	\$ 1,500.00
6					\$ -
7					\$ -
8					\$ -
9					\$ -
10					\$ -
11					\$ -
12					\$ -
13					\$ -
14					\$ -
15					\$ -
16					\$ -
17					\$ -

Subtotal	\$ 31,050.00
Construction Contingency (10%)	\$ 3,105.00
TOTAL ESTIMATED CONSTRUCTION COST	\$ 34,155.00

LETT OF CREDIT CONTINGENCY (10%)	\$ 3,415.50
TOTAL PROBABLE LETTER OF CREDIT VALUE	\$ 37,570.50

FUND 01 - GENERAL FUND					
Revenue & Expense Analysis Through June 30, 2025					
Dept	2025 Budget	2025 Year to Date	% of Budget	Projected Year End	Over/Under Budget
Revenues	2,125,008.00	1,142,351.20	54%	2,071,718.95	(53,289.05)
Expenditures					
Administration	459,935.36	164,681.34	36%	459,660.51	(274.85)
Public Works	890,685.83	211,589.34	24%	891,412.01	726.18
Police Dept	1,059,386.81	470,442.35	44%	1,047,032.76	(12,354.05)
Total Expenditures	2,410,008.00	846,713.03		2,398,105.28	(11,902.72)
Budget includes Spending Cash Balance of \$285,000.00					
Rev Under /Over Exp	(285,000.00)	295,638.17		(326,386.33)	(41,386.33)

FUND 15 - MOTOR FUEL TAX					
Revenue & Expense Analysis Through June 30, 2025					
	2025 Budget	2025 Year to Date	% of Budget	Projected Year End	Over/Under Budget
Revenues	144,184.00	72,176.50	50%	143,000.00	(1,184.00)
Expenditures	450,000.00	9,813.05	2%	449,000.00	(1,000.00)
Budget includes Spending Cash Balance of \$305,816.00					
Rev Under /Over Exp	(305,816.00)	62,363.45		(306,000.00)	(184.00)

FUND 17 - COMMUNITY DEVELOPMENT					
Revenue & Expense Analysis Through June 30, 2025					
	2025 Budget	2025 Year to Date	% of Budget	Projected Year End	Over/Under Budget
Revenues	209,770.00	115,168.23	55%	182,928.00	(26,842.00)
Expenditures	207,459.62	65,509.89	32%	173,834.62	(33,625.00)
<i>Budget includes a Transfer Out of \$15,000.00</i> <i>This transfer will be made in Aug \$12,500</i>					
Rev Under /Over Exp	2,310.38	49,658.34		9,093.38	6,783.00

FUND 24 - STRATEGIC RESERVES					
Revenue & Expense Analysis Through June 30, 2025					
	2025 Budget	2025 Year to Date	% of Budget	Projected Year End	Over/Under Budget
Revenues	17,750.00	7,861.11	44%	15,000.00	(2,750.00)
Expenditures	30,000.00	19,500.00	65%	30,000.00	-
<i>Budget includes Spending Cash Balance of \$12,250.00</i>					
Rev Under /Over Exp	(12,250.00)	(11,638.89)		(15,000.00)	(2,750.00)

FUND 51 - OPERATIONS & MAINTENANCE					
Revenue & Expense Analysis Through June 30, 2025					
	2025 Budget	2025 Year to Date	% of Budget	Projected Year End	Over/Under Budget
Revenues	1,851,264.72	971,198.36	52%	1,873,370.93	22,106.21
Expenditures	2,682,089.72	952,943.67	36%	2,660,310.09	(21,779.63)
<i>Budget includes Spending Cash Balance of \$830,825.00</i>					
<i>IEPA Loan Not Approved</i>					
<i>Different Projects to be planned for 2025</i>					
Rev Under /Over Exp	(830,825.00)	18,254.69		(786,939.16)	43,885.84

FUND 90 - 4TH OF JULY					
Revenue & Expense Analysis Through June 30, 2025					
	2025 Budget	2025 Year to Date	% of Budget	Projected Year End	Over/Under Budget
Revenues	19,075.00	6,082.30	32%	18,582.30	(492.70)
Expenditures	18,250.00	18,350.00	101%	18,350.00	100.00
<i>Budget includes a Transfer in of \$15,000.00</i>					
<i>This transfer was not made</i>					
Rev Under /Over Exp	825.00	(12,267.70)		232.30	(592.70)



Agenda Item Executive Summary

Item Name Discussion of Draft Special Event Permit Application and Potential Special Event Liquor License Committee or Board Committee

BUDGET IMPACT

Amount:	N/A	Budgeted:	N/A
List what fund:	N/A		

EXECUTIVE SUMMARY

Following discussion at the July 16, 2025 Committee of the Whole meeting, Village staff have prepared a draft Special Event Permit Application intended to simplify the process for businesses, non-profits, and other organizations to organize special events. The proposed application consolidates requirements, forms, and review procedures into a single, user-friendly packet to help ensure public safety and regulatory compliance.

The form is designed to allow for internal staff review and final approval of event applications, streamlining the process and reducing administrative burden on the Village Board. Staff is requesting feedback on whether the Board is comfortable with staff-level approval of special events, or if it prefers to retain final approval authority at the Board level.

Currently, the Village does not have a Special Event Liquor License available under its liquor ordinance. Under existing rules, alcohol may only be served at the licensed premises listed on a business's Pour License, limiting the ability to include alcohol service at off-site events.

Staff is also seeking input on whether the Board would like staff to begin drafting a Special Event Liquor License ordinance to support regulated alcohol service at community events, and bring a proposal to the liquor commission.

ATTACHMENTS (PLEASE LIST)

Draft Application

ACTION REQUESTED

- ☒ For Discussion Only
- ☐ Resolution
- ☐ Ordinance
- ☐ Motion:

MOTION:

Staff: Joey Dienberg, Village Administrator Date: 8/6/2025

Village of Winnebago

Special Event Permit Application and Instructions

This packet provides the information, requirements, and forms needed to apply for a Special Event Permit. The Village recognizes that special events—whether organized by non-profit community organizations or local businesses—are an important part of our community life, and we are committed to helping make your event safe and successful.

This form should be used by all applicants, regardless of organizational type. Requirements vary slightly between non-profit and for-profit applicants, particularly in regard to fees, and insurance and are outlined clearly throughout this packet.

Applications for all permits can be found on the Village’s website at:
<https://www.villageofwinnebago.com/>

A Special Event Checklist is included in this packet to help you identify which permits, documentation, and approvals may be required for your event. Not all items will apply to every event. However, all event organizers—whether individuals, non-profit organizations, or for-profit entities such as sole proprietorships, partnerships, corporations, or limited liability companies (collectively referred to as the “Applicant”)—must complete the application in full and submit all relevant supporting materials. Final approval of any special event is at the sole discretion of the Village of Winnebago.

What Is a Special Event?

A special event includes any organized activity, public or private, that meets one or more of the following conditions:

- Occurs on public property (streets, sidewalks, parks, etc.)
- Requires Village services (e.g., barricades, police presence, or public works assistance)
- Impacts traffic or public access
- Includes alcohol sales or service
- Includes live entertainment or amplified sound outdoors
- Requires temporary structures such as tents, stages, or rides
- Anticipates large crowds and impacts surrounding properties

If you are unsure whether your event qualifies, please contact the Village Administrator’s Office.

Who Should Use This Application?

Any individual, business, civic group, religious organization, or other entity planning to hold a special event in the Village of Winnebago must complete this application at least 45 days in advance of the event. Applications are subject to Village review and final approval.

This form covers both:

- For-Profit Entities: Such as corporations, partnerships, and sole proprietors.

- Non-Profit Organizations: Including educational, fraternal, religious, civic, and charitable groups.
- Governmental Agencies and Units of Local Government: Including park districts, school districts, townships, and the Village of Winnebago itself, when acting as the event organizer.

**What is a Special Event for a For-Profit Entity
and do I need to Complete this Application?**

If your For-Profit Entity is the holder of a Class A, Class A Extended, Class B, Class F or Class G Winnebago liquor license (collectively referred to as a “Pour License”) desires to hold a special event at a designated location off your licensed premises, your Pour License is limited to the sale and serving of alcohol inside the building on the premises listed on your liquor license (the “Licensed Premises”), and in some instances also in an adjacent outdoor beer garden or seating area thus, a Pour License does not grant you authority to sell or serve alcohol at any location other than the Licensed Premises.

The Special Event Permit Application is NOT intended to be used for any event held by an organization that desires to hold an event at a designated private location in the Village.

Requirements and Conditions

- 1. Insurance Requirements:**
- a. General Liability: All applicants must provide commercial general liability (CGL) insurance on an occurrence basis, including coverage for products and completed operations, property damage, bodily injury, and personal and advertising injury. Minimum coverage limits are \$1,000,000 per occurrence and \$2,000,000 aggregate. Coverage must specifically include the date(s), time(s), and location(s) of the special event.
 - b. The applicant, and any relevant property owners must provide certificates of insurance naming the Village of Winnebago, its officials, employees, and volunteers, as well as the Win-Bur-Sew Fire Protection District and its board of trustees, as additional insureds.
- 2. Landowner’s Consent:** Applicants must provide proof of property control for the event location:
- a. Deed (if owned),
 - b. Lease agreement (if rented), or
 - c. Written authorization (if otherwise permitted). Events on Village property require a written license or use agreement approved by the Village President or Village Administrator.
- 3. Amplified Sound and Noise Regulation:** Any use of sound-amplifying equipment (e.g., loudspeakers, public address systems, music, or other sound-producing devices) in connection with a special event must comply with the Village of Winnebago’s Noise Ordinance (Ord. No. 2015-10). Sound levels must not disturb the peace, comfort, or quiet enjoyment of neighboring residents or businesses. The Village reserves the right to restrict or terminate amplified sound at any time if it is determined to be unreasonable or disruptive.
- Event organizers are encouraged to plan amplified sound outside of the following quiet hours:
- Sunday through Thursday: 10:00 p.m. to 7:00 a.m.
 - Friday and Saturday: 11:00 p.m. to 7:00 a.m.
- 4. Barricades:** The Village will determine if and where barricades are needed. Costs for rental, delivery, and setup may be passed on to the applicant.
- 5. Compliance with Ordinances:** Applicants must comply with all applicable Village codes and regulations, as well as all applicable fire district rules and state laws.
- 6. Village Staffing Costs:** The Village may require police, public works, or other staff support. If deemed necessary for public safety or operations, the applicant will be notified in writing with a cost estimate at least 30 days before the event. If actual costs exceed the estimate, the applicant is still responsible for the full cost. The Village may deny an event if staffing needs are unreasonable or burdensome.
- 7. EMS/Fire Support:** The Win-Bur-Sew Fire Protection District may require standby or on-site fire/EMS personnel. The applicant is responsible for all associated costs, which will be invoiced after the event. The fire district will determine staffing requirements.
- 8. Emergency Action Plan (EAP):** All applicants must submit an EAP at least 15 days prior to the event for review by the Police Department and Fire District.
- 9. Fireworks:** Fireworks require a permit and approval from the Win-Bur-Sew Fire Protection

- District. Applicants must submit a fireworks operator’s license, insurance, site map, and shell list. Standby fire personnel are mandatory, and all associated costs will be billed to the applicant.
10. **Food and Beverage Inspections:** Food vendors must be approved and inspected by the Winnebago County Health Department. Food trucks and open flames may require additional fire inspections. The applicant is responsible for coordinating all inspections.
 - a. Winnebago County Health Department: (815) 720-4000
 - b. Win-Bur-Sew Fire Protection District: (815) 335-2513
 11. **Release and Indemnification:** All applicants must sign the provided Release, Hold Harmless, and Indemnification Agreement, agreeing to indemnify the Village and the fire district from all liabilities related to the event.
 12. **Parking Plan:** Applicants must submit a parking plan outlining available on-site and off-site parking, including ADA-compliant spaces. Temporary no-parking areas must be coordinated with the Village.
 13. **Raffle Permit:** If a raffle will be held, a Village raffle permit must be obtained at least 15 days before the event.
 14. **Resident/Business Notification:** Events involving street closures or likely to disrupt nearby areas must provide advance notice to affected parties at least two weeks prior. The Village will provide a mailing list as needed.
 15. **Street Closures:** Street closure requests must be submitted at least 90 days in advance. Closures on County roads require approval and permitting through the appropriate agency. The applicant must coordinate and pay for any required insurance and fees.
 16. **Tent Permits:** Tents over 400 sq. ft. require a permit submitted at least 15 days prior to the event. The fire district must conduct a safety inspection before use.
 17. **Volunteers:** The Village may require a minimum number of on-site volunteers for crowd control or logistical purposes. Staff will coordinate with the applicant if needed.
 18. **Site Plan:** Applicants must submit a detailed site plan showing the layout of vendors, first aid, stages, restrooms, waste stations, alcohol zones, entrances/exits, and parking. This can be hand-drawn or digital.
 19. **Amusement Rides:** All mechanical rides, inflatables, and similar amusement devices must be operated by individuals or companies properly licensed with the Illinois Department of Labor, Division of Amusement Rides and Attractions, in compliance with the Illinois Carnival and Amusement Rides Safety Act (430 ILCS 85/). A Village-issued carnival permit is required. The Village of Winnebago and the Win-Bur-Sew Fire Protection District may conduct safety inspections of amusement rides prior to or during the event.
 20. **Stages & Elevated Structures:** If a stage or elevated structure will be used, a permit and safety inspection from the Village and fire district are required.
 21. **Cancellations:** Applicants must notify the Village in writing at least five (5) business days prior if an event is canceled for any reason other than weather.

Special Event Application Checklist

Use this list to ensure that you have included all required documentation for your application packet and have information ready for when the event is approved.

Documents that must be submitted:

- ☐ Completed and signed Special Event application

- ☐

Executed Release, Hold Harmless and Indemnification Agreement
- ☐

Certificate of Insurance including the Additional Insured Endorsement page, listing the Village and others as stated in the Instructions, 30 days prior to the event
- ☐

Site Plan
- ☐

Parking Plan
- ☐

Copy of deed, lease or owner written approval/consent.
- ☐

Various applications and documents listed in the Instructions if alcohol is intended to be sold and/or served.
- ☐

Statement of applicable requests as listed in the Instructions (e.g., barricades, road closure, tent, fireworks.)

Once your event is approved:

- ☐

Supplemental permit applications due in time frame specified.
- ☐

Appropriate payment based on required supplemental permits (see below)

Supplemental permit applications that may be required:

(Place a check mark in either “Submitted” or “Does Not Apply” for every line)

Submitted	Does Not Apply	Permit/License/Inspection	Cost/Fee
		Raffle Permit	\$5.00
		Tent Permit	Dependent on Tent Price
		Sign permit	Dependent on Sign
		Fireworks Permit	Contact Win-Bur-Sew Fire District for Fee
		Stage Structure Permit	Contact Village Office

The Winnebago Community Unit School District or Winnebago Park District may require additional permits if your event takes place on school district or park district property

SPECIAL EVENT PERMIT APPLICATION

GENERAL INFORMATION

Name of Event: _____

Type of Event: _____ Parade/Walk/Run _____ Festival _____ Other _____ (Describe)

Location of Event: _____

Date (s) of Event: _____ Hours on Site: _____ to _____ Hours of Event: _____ to _____

Requested make-up date if any: _____

Estimated attendance per day: _____ Event Web site: _____

Purpose of the event: _____

Name of Applicant: _____

Note: Please list the Applicant's legal status, i.e. Sole Proprietorship, Partnership, Corporation, Limited Liability Company, or other type of For-Profit Entity.

Applicant organization is a: _____ Sole Proprietorship _____ Partnership _____ Corporation
_____ Limited Liability Company _____ Other For-Profit
_____ Non-Profit _____ Government Agency

State of Incorporation or Organization: _____

Contact person for the Application: _____

Organization address: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____ Cell Phone: _____ E-mail: _____

Is this an annual event? ☐ YES ☐ NO

If the event is a recurring event, please state any problems and/or incidents that have occurred in past years, such as sound amplification, neighborhood parking complaints, safety concerns, etc.

What has been done to address the problem(s)?

Does your event include the use of a tent? ☐ YES ☐ NO

Will there be amusement rides and/or inflatable devices at the event? ☐ YES ☐ NO

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

Are you holding a raffle at your event? ☐ YES ☐ NO

Are you planning to put up signs to promote your event? ☐ YES ☐ NO

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

If yes, please indicate the number of vendor's _____
All food vendors are required to meet the standards set forth by Winnebago County.

Will you have portable toilets at your event? ☐ YES ☐ NO

Does your event require the use of sidewalks? ☐ YES ☐ NO

Would you like to request the closing of Village or County streets? YES ☐ NO ☐

If yes, please fill in the following information or submit a route map along with this application ninety (90) days before the day of the event.

STREET	FROM	TO	DATE	TIME

SITE PLAN AND/OR ROUTE MAP

Please use the space below to illustrate the layout for your event or provide a separate site plan. If any parade or travel over public sidewalks and/or streets will be involved, on a separate sheet illustrate the route of travel. If you need additional space, please attach a separate sheet(s).

If applicable, the following must be included:

- Location of food vendors (FV)

Location of beverage vendors (BV)

Location of toilets (T)

Location of hand washing sinks (HWS)

Location of retail merchants (RM)

Location of First Aid (FA)

Location and number of barricades (B)
- Location of fire lane (FL)

Location of fire extinguishers (FE)

Public entrances and exits (PE)

Location of sound stages and amplified sound (S)

Location of residential streets surrounding events

Location of garbage receptacles (G)

Parking Plans

RELEASE, HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

_____ [Insert Name of Applicant]
(the “Applicant”) does hereby waive, release, and discharge any and all claims for damages, including but not limited to those for death, personal injury, or property damage, that the Applicant may have or which may hereafter accrue to it against the Village of Winnebago (the “Village”), its Village President and Board of Trustees, and each of its officers, officials, employees, and volunteers, arising out of or in connection with the Applicant’s participation in the special event described in the Special Event Permit Application submitted by the Applicant.

Additionally, the Applicant waives and releases any and all such claims against the Win-Bur-Sew Fire Protection District and its Board of Trustees, as well as their respective officers, employees, and volunteers, to the extent any liability arises from their involvement with the event.

The undersigned affirms that they have the authority to sign and submit this application on behalf of the Applicant. The Applicant agrees to notify the Village of any changes to the information provided in the application at least fifteen (15) days prior to the event. The Applicant further agrees to abide by all terms, conditions, ordinances, and applicable laws as set forth in the application materials and issued permits.

[insert name of Entity]

By: _____
Name of signer: _____ Date _____
Title of signer: _____

Signed and sworn before me on this _____ day of _____, _____

Notary Public

All applications must be signed and notarized.
After submitting all forms, your application will be reviewed. All departments that will be involved in providing services or permits for the event will be notified. You will be notified if the event has been approved. **Please do not assume that all aspects of the event will be approved; you may be asked to make some changes to your plan based on the availability of services and scheduling of other events.**
The Village reserves the right to cancel any event at any time for reasons deemed necessary by the Village Board, Village Administrator, Police Department, and/or the WBSFPD.

Mail, email, or deliver in person completed applications to:
Village of Winnebago
108. West Main St., Winnebago, IL 61088
Phone: 815-335-2020
Email: vowadmin@winnebagoil.gov

Village of Winnebago – Internal Review & Approval Page

For Internal Use Only – Not to Be Shared with Applicants

I. Application Routing & Department Review

- ☐ Village Administrator – Reviewed by: _____ Date: _____
- ☐ Public Works Department – Reviewed by: _____ Date: _____
- ☐ Police Department – Reviewed by: _____ Date: _____
- ☐ Fire District – Reviewed by: _____ Date: _____
- ☐ Building Official – Reviewed by: _____ Date: _____
- ☐ Village Attorney (if applicable) – Reviewed by: _____ Date: _____

II. Internal Checklist: Required Permits & Approvals

Item	Required	Submitted	Approved	Staff Initials
Certificate of Insurance	☐ Yes ☐ No	☐	☐	_____
Site Plan	☐ Yes ☐ No	☐	☐	_____
Parking Plan	☐ Yes ☐ No	☐	☐	_____
Tent Permit	☐ Yes ☐ No	☐	☐	_____
Sign Permit	☐ Yes ☐ No	☐	☐	_____
Raffle Permit	☐ Yes ☐ No	☐	☐	_____
Fireworks Permit	☐ Yes ☐ No	☐	☐	_____
Stage Inspection	☐ Yes ☐ No	☐	☐	_____
Carnival/Inflatable Inspection	☐ Yes ☐ No	☐	☐	_____
Emergency Action Plan	☐ Yes ☐ No	☐	☐	_____
Barricades Needed	☐ Yes ☐ No	☐	☐	_____
Street Closure	☐ Yes ☐ No	☐	☐	_____

III. Fee Calculation Worksheet

Fee Type	Amount	Notes
Barricade Delivery & Setup		Based on PW estimate
Police Staffing		# hours x hourly rate
Public Works Staffing		# hours x hourly rate
Fire/EMS Standby		Invoiced by Fire District
Other: _____		
Total Estimated Cost		

Fee Waiver Eligibility & Documentation

Automatic Fee Waivers Apply If Any of the Following Are True:

- ☐ The applicant is a local taxing body, including Village of Winnebago, Winnebago Park District, or Winnebago School District
- ☐ The applicant is a registered 501(c)(3) nonprofit and the event is free and open to the public
- ☐ The event is held entirely on Village-owned property and does not require staff overtime or barricades

Documentation confirming eligibility must be included in the file (e.g., IRS nonprofit determination letter, intergovernmental status, site map). Board Review Required for All Other Waiver Requests

III. Final Administrative Review

- ☐ All departmental reviews complete
- ☐ Required permits issued
- ☐ Fee responsibilities confirmed or waived
- ☐ Event added to Village calendar
- ☐ Applicant notified of final approval
- ☐ Application scanned and archived

Final Approval By: _____

Title: _____

Date: _____