



VILLAGE OF WINNEBAGO

REGULAR BOARD MEETING AGENDA

Wednesday, June 03, 2026 at 6:00 PM

108 West Main Street and Virtually

To access meeting from any device: <https://global.gotomeeting.com/join/671034949>

Or by (Toll Free): 1 866 899 4679 | Access Code: 671-034-949

This meeting is being recorded

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

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

6. **DISCLOSURE OF ANY CONFLICT OF INTEREST**
7. **CHANGES TO AGENDA**

8. **PUBLIC COMMENT:** *Each speaker is limited to three (3) minutes. A maximum of thirty (30) minutes shall be generally allowed for public comment at each meeting.*

9. **CONSENT AGENDA:** *All items on the Consent Agenda denoted with an asterisk (*) are routine in nature and will be enacted in one motion. The Consent Agenda for this meeting includes:*

[a.](#) *Approval of Board Trustees Meeting Minutes from May 20, 20206

[b.](#) *Approval of Invoices Presented for Payment \$292,274.74

10. **PRESIDENT'S REPORT**
11. **TREASURER'S REPORT**

- a. Monthly Treasurer's Report (Presented at the second meeting of each month)

12. **DEPARTMENT HEAD REPORTS**

- a. Administrator Report (*Written reports generally presented at the second meeting of each month*)

- b. Police Chief Report (*Written reports generally presented at the second meeting of each month*)
- c. Public Works Director Report (*Written reports generally presented at the second meeting of each month*)

13. ACTION ITEMS

- a. A Resolution Approving a Professional Services Agreement for the Village of Winnebago Comprehensive Plan and Unified Development Ordinance Update
- b. An Ordinance Amending Article III of Ordinance No. 2018-13 Regarding the Location of Swimming Pools
- c. A Resolution Approving a Proposal with Fehr Graham for a Water Rate Study
- d. A Resolution Approving Construction Management Services with Fehr Graham for the Swift Street Infrastructure Improvements Project

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

15. NEW BUSINESS

16. UPCOMING MEETINGS

- a. Board of Trustees Meeting: June 17, 2026
- b. Committee of the Whole Meeting: June 17, 2026

17. ADJOURNMENT

**Posted: May 29, 2026 at 12:00 p.m. at 108 W. Main Street, Winnebago, IL
and online at www.villageofwinnebago.com Tel 815.335.2020 | Fax 815.415-8491
/s/ Joey Dienberg, Village Administrator**

The Board of Trustees of the Village of Winnebago met in person on May 20, 2026, at 6:00 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:

PRESENT: ACKERMAN – KIM– LEFEVRE; GRAHAM arrived at 6:01 p.m.

ABSENT: MCKINNON – SPRINGER

Guests: Attorney Mary Gaziano, Village Administrator Joseph Dienberg, , Treasurer Dana Novinson, Public Works Director Chad Insko, Deputy Clerk Kellie Symonds, Kyle Okubo, Leslie Dimke, Seth Gronewold, David Sidney, and Roxanne Sosnowski.

4. ROLL CALL & ESTABLISHMENT OF A QUORUM - A quorum was established.

5. MEETING GUIDELINES: No trustee attended remotely.

6. DISCLOSURE OF ANY CONFLICT OF INTEREST - No conflict of interest was noted.

7. CHANGES TO THE AGENDA – No changes to the agenda.

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

9. CONSENT AGENDA

A motion was made by MR. KIM, seconded by MR. AKERMAN to approve the Consent Agenda items. The motion carried on a unanimous roll call vote of those present.

- a. *Approval of Board of Trustees Meeting Minutes of May 06, 2026
- b. *Approval of Invoices Presented for Payment \$ 59,348.43
- c. *Approval of the correction to the Minutes of Board of Trustees April 01, 2026

10. PRESIDENT'S REPORT

- a. President Eubank read the Proclamation proclaiming May 17-26, 2026, National Public Works Week in The Village of Winnebago
- b. Appointment of a new member to the Zoning Board remains open.

11. TREASURER'S REPORT – Not Included in the packet.

12. DEPARTMENT HEAD REPORTS

- a. Administrator Report –Included in the packet.
- b. Police Chief Report – Included in the packet
- c. Public Works Director – Included in the packet.

13. ACTION ITEMS

- a. David Sidney with input from Roxanne Sosnowski and Seth Gronewold gave a presentation of the Place Foundry proposal for the Comprehensive Plan and the Unified Development Ordinance (UDO). He noted the need for public input in the process. The Board thanked the group after asking a few questions. President Eubank noted he has worked previously with all three successfully.
- b. A motion was made by MR. LEFEVRE seconded by MR. GRAHAM to adopt Resolution 2026-15R A RESOLUTION ACCEPTING THE BID FOR THE SWIFT STREET WATER MAIN REPLACEMENT AND STREET IMPROVEMENTS PROJECT AND AWARDED THE CONTRACT TO KELSEY EXCAVATING INC. The bid submitted by Kelsey Excavating, Inc. was in the amount of \$494,568.00. Motion carried on a unanimous roll call vote of those present.

- c. A motion was made by MR. LEFEVRE, seconded by MR. KIM to adopt Resolution 2026-16R A RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT TO EXECUTE AN EXTENSION OF THE SCHOOL RESOURCE OFFICER MEMORANDUM OF UNDERSTANDING WITH WINNEBAGO COMMUNITY UNIT SCHOOL DISTRICT NO. 323. Motion carried on a unanimous roll call vote of those present.
 - d. A motion was made by MR. KIM, seconded by MR. LEFEVRE to adopt Ordinance 2026-06 AN ORDINANCE PERTAINING TO LOCAL STATE OF EMERGENCY FOR THE VILLAGE OF WINNEBAGO. Motion carried on a unanimous roll call vote of those present.
 - e. A motion was made by MR. KIM, seconded by MR. GRAHAM to adopt Resolution 2026-17R A RESOLUTION APPROVING FINAL CHANGE ORDER NO. 1 FOR THE WEST MAIN STREET IMPROVEMENTS PROJECT. Motion carried on a unanimous roll call vote of those present.
 - f. A motion was made by MR. ACKERMAN, seconded by MR. KIM to adopt Resolution 2026-18R A RESOLUTION APPROVING THE FINAL PAY APPLICATION NO. 1 FOR THE WEST MAIN STREET IMPROVEMENTS PROJECT. Motion carried on a unanimous roll call vote of those present.
 - g. A motion was made by MR. LEFEVRE, seconded by MR. ACKERMAN to adopt Resolution 2026-19R A RESOLUTION APPROVING A PURCHASE AND SALE AGREEMENT FOR CERTAIN REAL PROPERTY LOCATED AT 106 KASCH DRIVE. Motion carried on a unanimous roll call vote of those present.
 - h. The surety bond for the village right-of-way property at 606 David Drive has been corrected.
14. EXECUTIVE SESSION – None needed.
15. NEW BUSINESS:
- The auditors completed their field work today and noted all went well. Ms. Novinson noted the time frame to complete the audit could be an issue if Mark Olson doesn't complete his work in a timely manner.
16. UPCOMING MEETINGS
- The next Board meeting will be held on June 3, 2026, at 6:00 pm, followed by the Committee of the Whole Meeting.
17. ADJOURNMENT
- A motion was made by MR. LEFEVRE, seconded by MR. GRAHAM, to adjourn at 6:40 p.m. The motion carried on a voice vote.

UNAPPROVED

Sally Jo Huggins, Village Clerk

Warrant List

June 03, 2026

Board Meeting

Warrant List

Section 1: Invoices Presented for Approval - **\$292,274.74**

Section 2: Invoices over \$5,000 - **\$273,187.68**

** Invoices are available for inspection and review**

SECTION 1:

WARRANT LIST

June 03, 2026

Invoices Presented

For Board Approval

Total Invoices: **\$292,274.74**

VENDOR SET: 01 Village of Winnebago, IL
BANK: AP AP BANK
DATE RANGE: 0/00/0000 THRU 99/99/9999

A/P HISTORY CHECK REPORT

PAGE: 1

Section 9. Item #b.

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000229	BENNING GROUP, LLC							
I-177381	PROGRESS BILLING FOR 2025 AUDI	R	6/03/2026	14,350.00		027233		14,350.00
	*** VENDOR TOTALS ***					1 CHECKS		14,350.00
000609	CHERRY VALLEY LANDSCAPE CENTER							
I-177381	REPAIR FERRIS 3200Z MOWER	R	6/03/2026	953.29		027240		
I-177384	PULVERIZED TOP SOIL 4 YDS	R	6/03/2026	129.74		027240		1,083.03
	*** VENDOR TOTALS ***					1 CHECKS		1,083.03
000100	CONSERV FS							
I-108029411	AKROGOLD 10% ETH 453.8 GAL	R	6/03/2026	1,921.03		027230		
I-108029412	DIESELEX GOLD DYED 43.7 GAL	R	6/03/2026	214.03		027230		
I-108029413	DIESELEX GOLD CLEAR 148.3 GAL	R	6/03/2026	808.35		027230		
I-45068379	100LB SUNNY GRASS SEED / FERT	R	6/03/2026	250.99		027230		3,194.40
	*** VENDOR TOTALS ***					1 CHECKS		3,194.40
000196	CORDRAY BROTHERS, INC.							
I-051926337	8 YDS CONCRETE - 6 BAG W FIBER	R	6/03/2026	1,648.00		027231		1,648.00
	*** VENDOR TOTALS ***					1 CHECKS		1,648.00
016040	FERGUSON WATER WORKS SUPPLY							
I-0551762	SML3S MAG LCTR W/SOFT CASE SHT	R	6/03/2026	1,101.10		027247		
I-0551861	MISC SMALL EQUIP MILW TOOLS	R	6/03/2026	1,139.59		027247		2,240.69
	*** VENDOR TOTALS ***					1 CHECKS		2,240.69
000247	HELM INC							
I-24134	W MAIN ST WIDENING	R	6/03/2026	244,497.58		027234		244,497.58
	*** VENDOR TOTALS ***					1 CHECKS		244,497.58
000525	J & R SUPPLY INC.							
I-2605604-IN	KASCH DR WATER PRJ - PIPE ETC	R	6/03/2026	2,206.00		027238		2,206.00
	*** VENDOR TOTALS ***					1 CHECKS		2,206.00
000731	MENARDS - CHERRY VALLEY							
I-8675	(30) 2X4 -12' #2&BTR SPF	R	6/03/2026	183.60		027242		
I-8811	(2) PICK AXES	R	6/03/2026	65.98		027242		
I-9464	HEAT PUMP & MISC SUPPLIES	R	6/03/2026	686.08		027242		935.66
	*** VENDOR TOTALS ***					1 CHECKS		935.66
000415	MERIDIAN NURSERY INC							
I-202605282792	6 YDS TOPSOIL	R	6/03/2026	360.00		027237		360.00
	*** VENDOR TOTALS ***					1 CHECKS		360.00

VENDOR SET: 01 Village of Winnebago, IL
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DATE RANGE: 0/00/0000 THRU 99/99/9999

A/P HISTORY CHECK REPORT

PAGE: 2

Section 9. Item #b.

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
015560	NORTHERN ILLINOIS MAYORS' ASSO							
I-202605282793	NORTHERN ILLINOIS MAYORS' ASSO	R	6/03/2026	125.00		027246		125.00
	*** VENDOR TOTALS ***					1 CHECKS		125.00
000365	OLSON TREE SERVICE							
I-703	REMOVE COTTONWOOD - SOPER	R	6/03/2026	3,500.00		027236		3,500.00
	*** VENDOR TOTALS ***					1 CHECKS		3,500.00
000298	PACE ANALYTICAL SERVICES, LLC							
I-267214666	3 FLOURIDE BY PROBE /PICK UP F	R	6/03/2026	180.00		027235		180.00
	*** VENDOR TOTALS ***					1 CHECKS		180.00
000527	PITNEY CONSTRUCTION							
I-202605282794	DAVID, DICKERSON, 617 GOODLING	R	6/03/2026	3,638.00		027239		
I-202605282795	304 S SEWARD ST SIDEWALKS 80 '	R	6/03/2026	2,990.00		027239		6,628.00
	*** VENDOR TOTALS ***					1 CHECKS		6,628.00
000051	POSTMASTER							
I-JUNE 26 UB POSTAGE	JUNE 2026 UB POSTAGE	R	6/03/2026	750.00		027229		750.00
	*** VENDOR TOTALS ***					1 CHECKS		750.00
001538	ROCK ROAD COMPANIES INC							
I-329385	N50 SURFACE HOT MIX	R	6/03/2026	506.52		027245		506.52
	*** VENDOR TOTALS ***					1 CHECKS		506.52
000734	RTS TACTICAL							
I-INV4498	4 MINI SHEILDS	R	6/03/2026	1,952.96		027243		1,952.96
	*** VENDOR TOTALS ***					1 CHECKS		1,952.96
000708	SPIELMAN'S TURF							
I-3070	BWC APP #2 - LIGHTED DIAMOND	R	6/03/2026	349.00		027241		349.00
	*** VENDOR TOTALS ***					1 CHECKS		349.00
001004	VILLAGE OF WINNEBAGO							
I-01-41-653 MAY 26	108 W MAIN 04/30 - 05/30/26	R	6/03/2026	10.81		027244		
I-03-4204-01 MAY 26	600 W SOPER 04/30 - 05/30/26	R	6/03/2026	15.54		027244		
I-03-5350-00 MAY 26	104 W MAIN 04/30 - 05/30/26	R	6/03/2026	9.97		027244		
I-07-1467-00 MAY26	400 E MCNAIR 04/30 - 05/30/26	R	6/03/2026	19.48		027244		55.80
	*** VENDOR TOTALS ***					1 CHECKS		55.80
000222	WEST SIDE TRACTOR SALES							
I-202605282796	JRB 96X60 FORKS - LOADER	R	6/03/2026	7,300.00		027232		
I-242430	JD 85G EXCAVATOR FILTERS/ TOOT	R	6/03/2026	412.10		027232		7,712.10

VENDOR SET: 01 Village of Winnebago, IL
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 DATE RANGE: 0/00/0000 THRU 99/99/9999

AP HISTORY CHECK REPORT

PAGE: 3

Section 9. Item #b.

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
*** VENDOR TOTALS ***						1 CHECKS		7,712.10

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	19	292,274.74	0.00	292,274.74
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
VOID DEBITS		0.00		
VOID CREDITS		0.00	0.00	

TOTAL ERRORS: 0

VENDOR SET: 01	BANK: AP	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			19	292,274.74	0.00	292,274.74
BANK: AP	TOTALS:		19	292,274.74	0.00	292,274.74
REPORT TOTALS:			19	292,274.74	0.00	292,274.74

SECTION 2:

WARRANT LIST

June 03, 2026

Invoices Over \$5,000

\$ 273,187.68

These invoices are included in the
Section 1 Warrant List

VENDOR SET: 01 Village of Winnebago, IL
 BANK: AP AP BANK
 DATE RANGE: 0/00/0000 THRU 99/99/9999

A/P HISTORY CHECK REPORT

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Section 9. Item #b.

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	*** VENDOR TOTALS ***					1 CHECKS		14,350.00
000247	HELM INC							
I-24134	W MAIN ST WIDENING	R	6/03/2026	244,497.58		027234		244,497.58
	*** VENDOR TOTALS ***					1 CHECKS		244,497.58
000527	PITNEY CONSTRUCTION							
I-202605282794	DAVID, DICKERSON, 617 GOODLING	R	6/03/2026	3,638.00		027239		
I-202605282795	304 S SEWARD ST SIDEWALKS 80 '	R	6/03/2026	2,990.00		027239		6,628.00
	*** VENDOR TOTALS ***					1 CHECKS		6,628.00
000222	WEST SIDE TRACTOR SALES							
I-202605282796	JRB 96X60 FORKS - LOADER	R	6/03/2026	7,300.00		027232		
I-242430	JD 85G EXCAVATOR FILTERS/ TOOT	R	6/03/2026	412.10		027232		7,712.10
	*** VENDOR TOTALS ***					1 CHECKS		7,712.10

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	4	273,187.68	0.00	273,187.68
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
	VOID DEBITS	0.00		
	VOID CREDITS	0.00		

TOTAL ERRORS: 0

VENDOR SET: 01	BANK: AP	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			4	273,187.68	0.00	273,187.68
BANK: AP	TOTALS:		4	273,187.68	0.00	273,187.68
REPORT TOTALS:			4	273,187.68	0.00	273,187.68



Agenda Item Executive Summary

Item Name A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT FOR THE VILLAGE OF WINNEBAGO COMPREHENSIVE PLAN AND UNIFIED DEVELOPMENT ORDINANCE UPDATE Committee or Board Board

BUDGET IMPACT

Amount:	Not to exceed \$130,000	Budgeted:	Yes
List what fund:	Community Development (17)		

EXECUTIVE SUMMARY

The attached resolution approves a Professional Services Agreement with Place Foundry PLLC, in partnership with Fehr Graham and Sosnowski Szeto LLP, for the preparation of an updated Village Comprehensive Plan and Unified Development Ordinance (UDO). The agreement establishes a project cost not to exceed \$130,000. The project will operate on a pay-as-you-go basis, with expenses incurred and invoiced by project phase over multiple fiscal years as work progresses. The project was identified as a priority initiative within the Village's Strategic Plan to guide future growth, infrastructure investment, economic development, annexation strategy, corridor planning, downtown revitalization, and land use regulation.

ATTACHMENTS (PLEASE LIST)

Resolution, Professional Services Agreement, Place Foundry Proposal

ACTION REQUESTED

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

MOTION: I MOVE TO APPROVE RESOLUTION 2026-__R, A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT FOR THE VILLAGE OF WINNEBAGO COMPREHENSIVE PLAN AND UNIFIED DEVELOPMENT ORDINANCE UPDATE

Staff: Joseph Dienberg, Village Administrator Date: 6/3/2026

RESOLUTION NO. 2026- __R**A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT FOR
THE VILLAGE OF WINNEBAGO COMPREHENSIVE PLAN AND UNIFIED
DEVELOPMENT ORDINANCE UPDATE**

WHEREAS, the Village of Winnebago (“Village”) is a non-home rule municipality located in Winnebago County, Illinois; and

WHEREAS, the Village Board previously adopted the Village’s Strategic Plan, which identified the need for updates to the Village’s Comprehensive Plan and Unified Development Ordinance as key long-term planning and implementation priorities necessary to guide future growth, infrastructure investment, economic development, and land use policy within the Village; and

WHEREAS, the Village previously issued Request for Proposals seeking professional planning, engineering, and legal consulting services related to the preparation of a Comprehensive Plan and Unified Development Ordinance (“UDO”) update for the Village; and

WHEREAS, the Village received multiple proposals in response to the Request for Proposals process; and

WHEREAS, Place Foundry PLLC submitted a proposal dated April 9, 2026, in partnership with Fehr Graham and Sosnowski Szeto LLP, for the completion of a Comprehensive Plan and Unified Development Ordinance update for the Village of Winnebago; and

WHEREAS, the Village Board of Trustees received a presentation regarding the proposal and project approach at its May 20, 2026 meeting; and

WHEREAS, the Village Board finds that entering into a Professional Services Agreement with Place Foundry PLLC for said services is in the best interests of the Village due to the integrated approach of the consultant team, combining comprehensive planning, municipal engineering, infrastructure planning, land use and ordinance drafting expertise, and municipal legal experience necessary to prepare a coordinated and implementable Comprehensive Plan and Unified Development Ordinance update for the Village; and

WHEREAS, the Professional Services Agreement attached hereto as Exhibit “B” incorporates and utilizes the proposal dated April 9, 2026, submitted by Place Foundry PLLC, attached hereto as Exhibit “A,” as the project Scope of Work for the services contemplated therein.

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

SECTION I: APPROVAL OF AGREEMENT

- A. The Professional Services Agreement between the Village of Winnebago and Place Foundry PLLC, attached hereto as Exhibit “B,” together with the proposal attached as Exhibit “A,” which shall serve as the Scope of Work for the project, is hereby approved.
- B. The recitals contained herein above are incorporated into and made a part of this approval as if fully recited herein the approved section.

SECTION II: AUTHORIZATION

Village staff is hereby authorized and directed to proceed with the services contemplated under the proposal and to take any administrative actions necessary to implement and carry out the intent of this Resolution.

SECTION III: EFFECTIVE DATE

This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

APPROVED this _____ day of _____, 2026

Franklin J. Eubank, Jr., President of the Board of Trustees
of the Village of Winnebago, Illinois

ATTEST:

Sally Jo Huggins, Village Clerk

PASSED:

APPROVED:

**PUBLISHED IN
PAMPHLET FORM:**

VILLAGE OF WINNEBAGO

COMPREHENSIVE PLAN & UDO PROPOSAL

April 9, 2026

PLACE
foundry

Submitted to:
Joseph Dienberg,
Village Administrator
Village of Winnebago, Illinois
108 West Main Street
Winnebago, IL 61088

Submitted by:
David A. Sidney
Place Foundry PLLC
1700 N Alpine Rd.,
Suite 101
Rockford, IL 61107

April 9, 2026

Joseph Dienberg, Village Administrator

Village of Winnebago, Illinois
108 West Main Street
Winnebago, IL 61088

Dear Mr. Dienberg,

Most communities arrive at a Comprehensive Plan update without a clear picture of what they're trying to become. Winnebago is different. Your 2025 Strategic Plan named the red tape, the corridors that need investment, TIF, downtown, and the Willingham Subdivision directly. That kind of candor is exactly where good planning starts — and exactly where a well-written Comprehensive Plan and UDO become the foundation for becoming the place your own Strategic Plan describes.

We have reviewed the Strategic Plan, the 2007 Comprehensive Plan, and the 2019 UDO. We have examined the Route 20 corridor, the Winnebago Corners opportunity, the Willingham Subdivision, and the annexation boundary north of Route 20. We understand Winnebago's goals — and the specific challenges it faces. Corridor lot depths, fragmented ownership, a downtown that requires its own regulatory framework, and an annexation strategy based on infrastructure realities rather than optimistic projections. The UDO has a functional structure that needs a co-authored rewrite — not because it was poorly intended, but because it was developed without a guiding Comprehensive Plan.

Place Foundry is based in Rockford. Winnebago is a neighbor, not a distant client. We understand the active development in this market, the infrastructure constraints that influence growth in Winnebago County, and the planning decisions that have succeeded and those that haven't. Every project we undertake begins with a single question: Imagine if Winnebago, Illinois, were known for... That question — posed to residents, business owners, young people, and landowners — creates a community identity that a land use survey never can. A Comprehensive Plan built on that foundation doesn't sit on a shelf. Instead, it becomes a tool the Village uses every time it talks to a developer, recruits a business, or explains itself to the next generation of residents.

Three things distinguish this proposal.

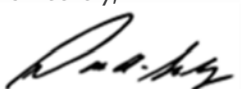
First, Aaron Szeto of Sosnowski Szeto co-authors the UDO with us from Day 1 — not as a reviewer before adoption, but as a drafting partner through every phase. His partner Roxanne Sosnowski has practiced municipal law in this region for twenty-two years and drafted UDOs for Winnebago County and McHenry County. Where the existing UDO needs immediate attention, Aaron delivers amendment language the Village can act on within the first sixty days.

Second, Fehr Graham is Winnebago's existing Village engineer. Seth Gronewold, PE and Luke Ziegler know this Village's infrastructure from the inside. That knowledge shapes the annexation framework and growth strategy from Day 1.

Third, the people named in this proposal are the people who will do this work. We do not consider a project finished when the Village Board votes yes. We consider it finished when something gets built.

Winnebago is already a place worth investing in. This project is about making sure the plan and the regulations say so — and then making sure something gets built.

Sincerely,



David A. Sidney, Managing Principal

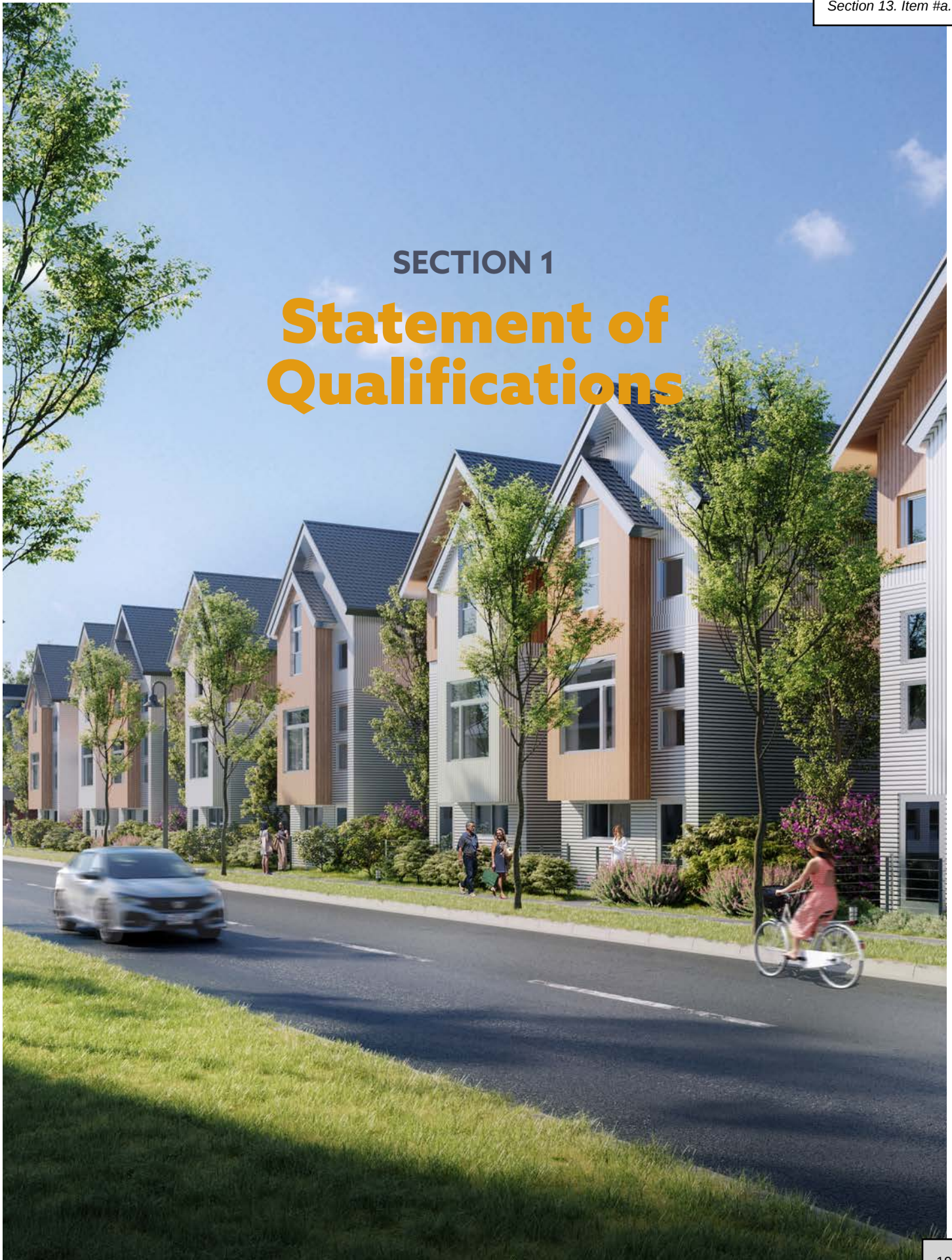
Place Foundry PLLC
815-248-0520 | dsidney@theplacefoundry.com

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SECTION 1

Statement of Qualifications



1.1 The Project Team

Place Foundry and Fehr Graham are working partners — sharing clients and market knowledge across northern Illinois, including Winnebago. Sosnowski Szeto joins this project with twenty-two years of local government law experience in this region, a drafting record that includes UDOs for Winnebago and McHenry Counties, and relationships with the officials who will adopt this work. What this team offers is not coordination — it's integration. Planning, municipal law, and civil engineering working from the same assumptions on Day 1, producing a plan and a UDO that are legally defensible, infrastructure-ready, and built to be implemented.s that reach the ground.

Place Foundry PLLC — Planning & Development

Founded in Rockford in 2021, Place Foundry is an integrated place development firm. We combine comprehensive planning, economic development strategy, architecture, and design into a single practice — because planning, regulation, and community identity don't work in isolation. Our mission is simple: help communities become places where people want to live, work, visit, and invest.

Integrated from Day 1 —
not assembled at the end.

Sosnowski Szeto, LLP — Municipal Law & Ordinance Drafting

Legal counsel and UDO co-author. Founded in 2017, Sosnowski Szeto has practiced local government law across Winnebago, Boone, Ogle, DeKalb, and Stephenson Counties for twenty-two years. Attorney Sosnowski has drafted UDOs for Winnebago County and McHenry County. Both partners serve on the Illinois Municipal League Home Rule Committee.

Fehr Graham — Engineering & Infrastructure

Engineering partner and Winnebago's existing Village engineer. Fehr Graham is a 250-person firm with 12 offices across Illinois, Iowa, and Wisconsin — ranked #60 on the Zweig Group Hot Firm list in 2025. Seth Gronewold, PE serves as Principal on the Winnebago account. Luke Ziegler designed the Clayton Court water main and leads the Village's annual MFT resurfacing program

WHAT DISTINGUISHES THE PLACE FOUNDRY TEAM

Place Foundry was built on a conviction: that planning fails communities when it treats land use, economic development, infrastructure, and community identity as separate problems handed off between separate specialists. We built this firm to hold all of those things together — with candor about what is actually buildable, grace in how we work with communities through hard decisions, strategic clarity about what matters most, and optimism about what becomes possible when a place knows its own story. Five things set this team apart on this engagement.

Planning, law, and engineering working together from Day 1. Aaron Szeto of Sosnowski Szeto is not a reviewer we bring in before adoption. He co-authors the UDO with us — his legal judgment is built into the drafting process from the first framework document through the final adoption ordinances. That means the regulations are legally sound from the first draft, not patched at the end. Where provisions in the existing UDO need attention before the full rewrite is complete, Aaron prepares interim amendment language the Village can act on immediately — delivering tangible legal value within the first sixty days.

An infrastructure partner with institutional knowledge of Winnebago. Fehr Graham serves as Winnebago's existing Village engineer. Seth Gronewold, PE, and Luke Ziegler have completed direct infrastructure work in the Village — Seth as Principal on the Winnebago account, Luke as the designer of the Clayton Court water main project. Stormwater management, road network capacity, utility extensions: these are the physical constraints and opportunities that determine where Winnebago can grow and how the community gets connected. The annexation framework is built around what the Village can realistically achieve — not just what the pipes and roads can technically support.

A senior team that stays with the work. David Sidney. Jeff Macke. Mark Schaer. Shawn Ager. Michelle Sidney. Aaron Szeto. Seth Gronewold. These are the people who will be in Winnebago from kickoff through Village Board adoption. David Sidney will be present at every Steering Committee meeting and every public hearing. There are no hand-offs to junior staff after award.

Plans that reach the ribbon-cutting. David Sidney authored the City of Rockford's 2015 Comprehensive Plan. Nearly a decade later, it continues to guide development decisions across two mayoral administrations. That longevity comes from grounding every recommendation in market reality and ensuring the regulatory framework is in place to support implementation from Day 1. It is the standard we bring to every engagement — and the standard we will bring to Winnebago.

Place visioning and community brand development that creates a story worth telling. Place Foundry's planning work produces two outcomes: a land-use plan and a community identity. The place visioning methodology — built around the question Imagine if Winnebago, Illinois were known for... — gives the Village a narrative framework it can use immediately. Internally, it aligns staff and elected officials around a shared direction. Externally, it gives Winnebago a confident voice in the regional conversation — something to say to a prospective developer, a relocating family, or a business evaluating whether to put down roots. The plan and the story are built together, from the same engagement process, so one reinforces the other.

About Place Foundry

Place Foundry is an advisory, consulting, and design firm. Our mission is to transform places, businesses, and communities into magnetic destinations.

Place Foundry works with property owners, municipalities, and economic development organizations to implement place development strategies that create places where people want to live, visit, and invest.

With thoughtful guidance, places transform underperforming land and buildings into magnetic destinations for commerce, housing, learning, and healthy living. Through our interdisciplinary team of place strategists, designers, and implementors, we provide you with analytics and design practices so that your project can become and sustain itself as a magnetic destination. When places have a strategy, they come alive, and that strategy helps communities get on the growth track and stay there.

Our services are grouped into four categories that reflect our core areas of expertise:

PLANNING AND DESIGN

We help you determine the identity, character, and anchors that will work to transform your under-performing property into a magnetic destination. This includes site development due diligence, entitlements, and master planning. We also evaluate and model existing structures to determine how to reposition assets for the highest and best use.

STAKEHOLDER ENGAGEMENT

Engaging internal and external stakeholders in your project is critical for long-term success. Therefore, we will develop and execute an engagement plan that leads to project buy-in and support from key stakeholders and the broader community. We'll also establish virtual and live experiences to communicate your Place Blueprint and seek participant feedback.

CAPITAL INVESTMENT PLANNING

Vision must be funded for it to become transformational. The high-altitude proforma developed at the outset of our process expands into underwriting proformas that will attract capital and investors to your project.

STORYTELLING

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. We will help you map your place story and create the visual brand and graphic assets so your project audience grows and cultivates a sense of belonging.



Sosnowski Szeto, LLP is a local government law firm founded in 2017. The firm's five attorneys have practiced municipal law for twenty-two years across Winnebago, Boone, Ogle, DeKalb, and Stephenson Counties. Attorneys Roxanne Sosnowski and Aaron Szeto both serve on the Illinois Municipal League Home Rule Committee.

The firm advises local governments on the full range of municipal practice: general governance, zoning and land use, annexation, Tax Increment Financing, economic development, public finance, labor and employment, real estate, litigation, and ordinance drafting. On this project, Attorneys Sosnowski and Szeto serve as UDO co-authors — working alongside Place Foundry from Phase 1 through adoption, not as outside reviewers brought in at the end.

Attorney Sosnowski has drafted unified development ordinances for Winnebago County and McHenry County and has participated in comprehensive plan updates for the Village of Poplar Grove, City of Byron, and Village of Cherry Valley. The firm has also completed a zoning code update for the City of South Beloit. Attorneys assigned to this project are Roxanne M. Sosnowski, Aaron N. Szeto, and Eric Miller.

RECOGNITION

- Attorney Sosnowski: Emerging Lawyer (2015, 2016); Leading Lawyer (2017–2019); Women in Business finalist, Stateline Area Chamber of Commerce (2019)
- Attorney Szeto: Leading Lawyer (2017–2019); Best Real Estate Attorney finalist, Rockford Register Star (2018)
- Both partners serve on the Illinois Municipal League Home Rule Committee

DIRECTLY RELEVANT PRACTICE AREAS

- Zoning and land use — routine counsel to Zoning Boards of Appeals and Planning Commissions; map amendments, variances, special use permits
- Annexation — process, implementation, and drafting of annexation agreements
- Tax Increment Financing — creation and maintenance of TIF districts
- Ordinance and resolution drafting — over twenty years of practical, concise municipal drafting
- Economic development — business attraction, intergovernmental agreements, public finance
- Open Meetings Act, FOIA, Gift Ban, and Ethics Act — routine compliance counsel
- Administrative hearings — experience as hearing officers and municipal prosecutors



Business Organization

History

Fehr Graham was founded in September 1973 by professional engineers Allen Fehr and Joseph Graham. The firm was established by the merger of these two individuals' practices established in 1965 and 1962, respectively. Today, we proudly serve our valued clients from 12 office locations: Aurora, Champaign, East Peoria, Freeport, Rockford, Rochelle, and Springfield, Illinois; Cedar Rapids, Manchester and West Union, Iowa; and Monroe and Sheboygan, Wisconsin.

Professional Staff

Our staff of 250 is comprised of a wide range of experts, including professional engineers, landscape architects, professional geologists, environmental scientists, safety professionals, engineers-in-training, professional land surveyors, community planners and development specialists, engineering and environmental technicians, field inspectors, grant writers, and support technicians and assistants. Our staff has hands-on experience and applicable registrations and licenses in their areas of discipline.

Organization

Fehr Graham is a Limited Liability Company led by Kyle Saunders. Trilon Group owns Fehr Graham.



ZWEIG GROUP
HOT FIRM



No. 60 in 2025
No. 83 in 2024
No. 54 in 2023
No. 76 in 2022

ENR TOP 500



No. 435 in 2025
No. 474 in 2024
No. 471 in 2023
No. 494 in 2022

ENR MIDWEST
TOP DESIGN FIRM

No. 58 in 2025
No. 60 in 2024

Office Locations

ILLINOIS

Aurora

230 Woodlawn Avenue
Aurora, IL 60506

Rochelle

515 Lincoln Highway
Rochelle, IL 61068

Champaign

1610 Broadmoor Drive
Champaign, IL 61821

Rockford

200 Prairie Street, Suite 208
Rockford, IL 61107

East Peoria

140 East Washington Street
East Peoria, IL 61611

Springfield

2160 South Sixth Street, Suite D-1
Springfield, IL 62703

Freeport

101 West Stephenson Street
Freeport, IL 61032

IOWA

Cedar Rapids

200 5th Avenue SE, Suite 100
Cedar Rapids, IA 52401

Manchester

221 East Main Street, Suite 301
Manchester, IA 52057

West Union

128 South Vine Street
West Union, IA 52175

WISCONSIN

Monroe

1107 16th Avenue
Monroe, WI 53566

Sheboygan

909 North 8th Street, Suite 101
Sheboygan, WI 53081

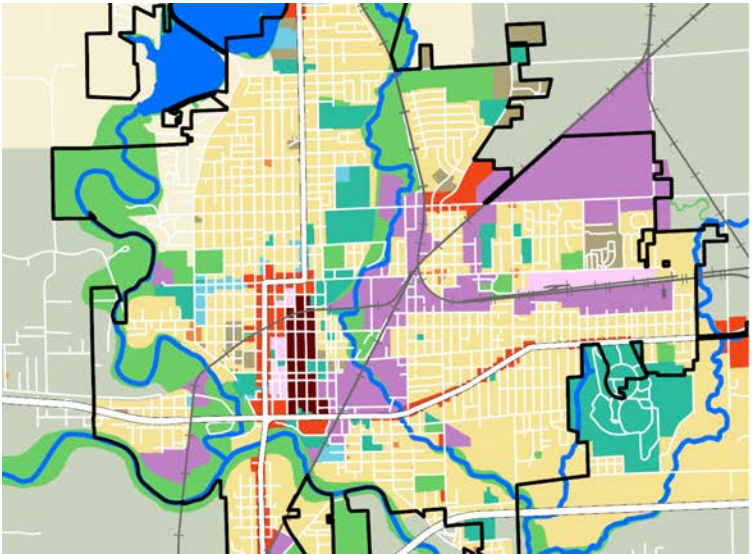


1.2 Relevant Project Experience

The seven following profiles are not a portfolio — they are a direct answer to what Winnebago needs. Each project reflects a specific challenge that this engagement will require Place Foundry to solve. Every project listed is active or recently completed. Every client reference is available.

Danville 2050 Comprehensive Plan

Transformative Strategic Planning for Post-Industrial Renaissance



FUTURE LAND USE CLASSIFICATION

Rural and Rural Residential	Corridor Commercial
Suburban Residential Neighborhood	Neighborhood Commercial
Traditional Residential Neighborhood	Institutional
Urban Residential Neighborhood	Parks and Open Space
Mixed Use	Office and Business Park
Industrial	Sports Tourism
Downtown	

City of Danville, Illinois

Timeline: October 2024 - Present

Status: Phase 3 In Progress

Population: 28,663

Client Reference

Logan Cronk
Community Development
Administrator
City of Danville, Illinois
217-431-2286
lcronk@cityofdanville.org

Project Phases

Phase 1: Project Initiation
(OCT-DEC 2024)

Phase 2: Existing Conditions
(NOV 2024-FEB 2025)

Phase 3: Vision & Goal Setting
(MAR-MAY 2025)

Phase 4: Plan Development
(MAY-DEC 2025)

Phase 5: Review & Adoption
(JAN)

Innovation Elements

- Ambassador Program for grassroots engagement
- Interactive digital StoryMap platform
- Implementation-focused deliverables

PROJECT OVERVIEW

Leading the transformative Danville 2050 Comprehensive Plan for this strategically located post-industrial community addressing housing crisis, economic diversification, and regional collaboration. Our innovative planning process employs specialized Ambassador Program engagement strategies to capture diverse perspectives while building on Danville's healthcare investments, growing logistics sector, and rich assets.

CHALLENGE & APPROACH

Danville represents a critical case study for post-industrial manufacturing communities navigating demographic shifts, economic transformation, and housing market pressures. Our data-driven placemaking approach balances visionary thinking with pragmatic implementation, creating authentic community ownership while addressing revitalization, stabilization, connectivity, and strategic development.

KEY SERVICES PROVIDED

- Comprehensive existing conditions analysis and demographic trend assessment
- Innovative Ambassador Program for inclusive community engagement
- Economic development and housing market strategy development
- Downtown revitalization and corridor development planning
- Multi-modal transportation and connectivity framework
- Implementation strategy with measurable outcomes and timelines

Current Results (Phase 3 Completion):

- Strong community engagement momentum with authentic ownership development
- Early implementation projects demonstrating measurable transformation
- Creative housing solutions including upper-story conversions and adaptive reuse
- Regional partnership development within multi-community context

Lynch Road Corridor/District Plan

Section 13. Item #a.

Danville, Illinois

Timeline: December 2023 to April 2024

Status: Completed

Client Reference

Logan Cronk
Community Development
Administrator
City of Danville, Illinois
217-431-2286
lcronk@cityofdanville.org



PROJECT OVERVIEW

In December 2023, the City of Danville engaged Place Foundry to develop a comprehensive Place Map report for the 21.3-acre Lynch Road Site along I-74. This strategic planning initiative established a clear vision for transforming primarily agricultural land into a distinctive commercial destination. Through rigorous market analysis, urban design best practices, and placemaking principles, the report identified the site's significant potential to become a commercial anchor that enhances quality of life and stimulates economic growth.

CHALLENGE & APPROACH

The Lynch Road Site presented both opportunity and complexity—while its strategic corridor location attracted over 650,000 visits in 2023, the project required careful consideration of environmental vulnerabilities including flood and heat risks, local socioeconomic factors, and the need to create meaningful community connections. Place Foundry conducted extensive demographic research, environmental risk assessment, and market analysis to inform a resilient development strategy that balanced commercial viability with community benefit through a thoughtful mix of attractions, lodging, and green spaces.

KEY SERVICES PROVIDED

- Market and demographic analysis to establish the site's commercial potential and target audience
- Urban design and placemaking recommendations emphasizing human-scale design, accessibility, and open space amenities
- Economic feasibility studies examining multiple redevelopment scenarios with projected 11-13% internal rates of return
- Infrastructure improvement and entitlement strategies identifying implementation pathways for both municipal investment and private development

Riverside Commons District Plan

Section 13. Item #a.



Loves Park, Illinois

Timeline: August 2022 - Present

Status: Phase 1 Planning Completed, Phase 2 Implementation Ongoing

Client Reference

Nathan Bruck
City of Loves Park, Illinois
100 Heart Boulevard
Loves Park, Illinois 61111
Phone: 815-654-5033

PROJECT OVERVIEW

Providing placemaking consulting services to The Parks Chamber of Commerce, the joint chamber for Loves Park and Machesney Park, IL. The project is part of "Placemaking in the Parks," a five-year strategy focused on creating magnetic destinations across six distinct districts in these communities.

CHALLENGE & APPROACH

The project focuses on challenging prevailing trends of single-use development and enhancing pedestrian and transit-oriented experiences in these suburban, automobile-oriented communities. The Riverside Commons Blueprint, completed in April 2023, serves as the first district plan within the broader five-year strategy.

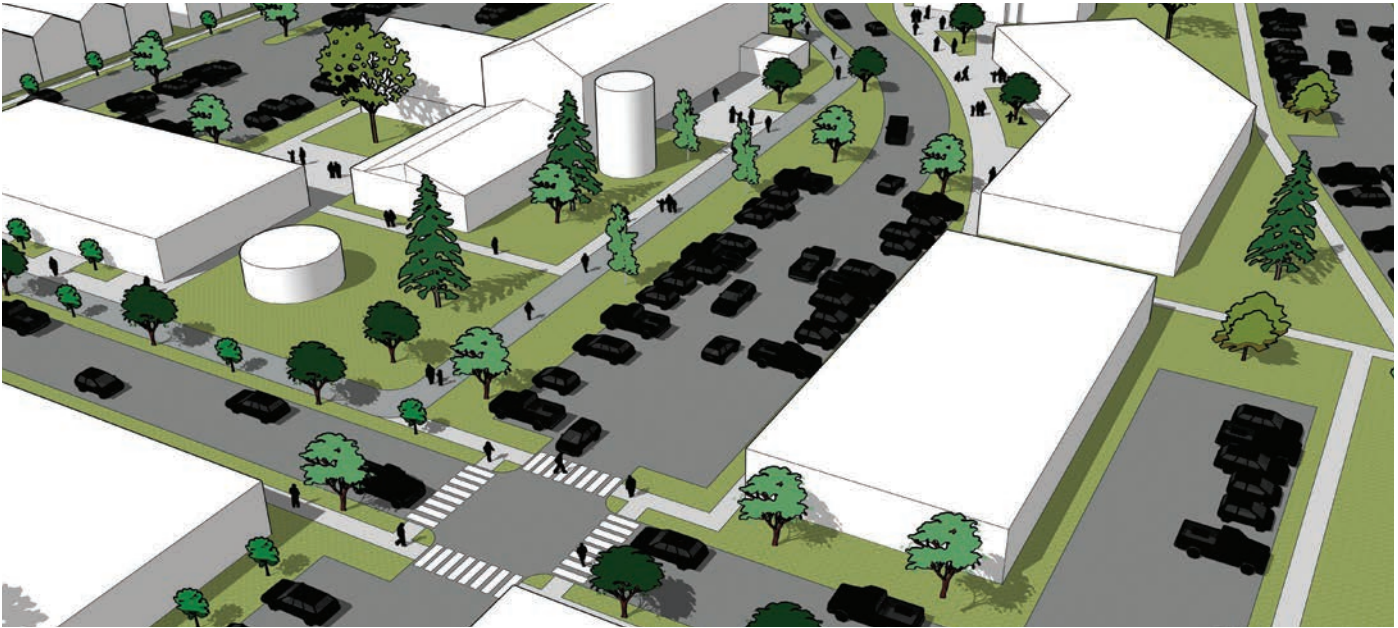
KEY SERVICES PROVIDED

- Marketplace research to identify key consumer trends and demand for future retail attraction
- Integration of marketplace findings with demographic and policy conditions
- Development of multiple land use scenarios with visualizations
- Cost estimates and potential funding strategies
- Stakeholder engagement with property owners, business leaders, and officials
- Convening of the Box Market Implementation Work Group



I-39/CherryVale Corridor/District Plan

Section 13. Item #a.



Cherry Valley, Illinois

Timeline: 2023-2024

Status: Completed

Client Reference

Jim E. Claeysen
Village Administrator
Village of Cherry Valley
806 E State St A
Cherry Valley, IL 61016

PROJECT OVERVIEW

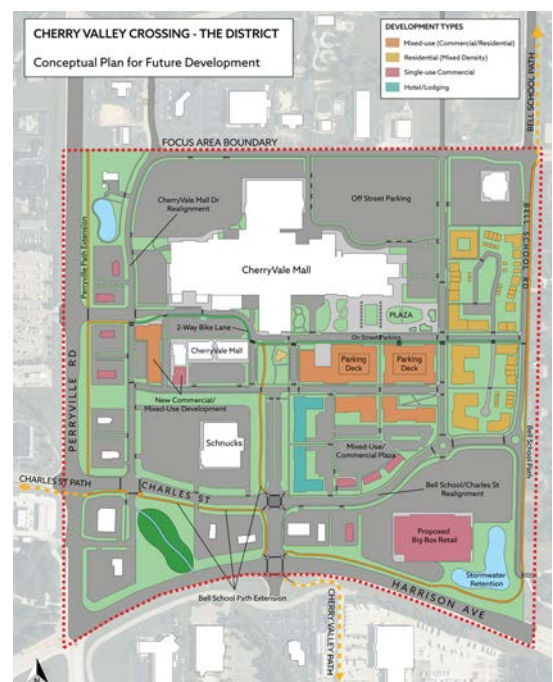
Developed a transformative vision plan for Cherry Valley's I-39/CherryVale Mall corridor, focusing on two key areas: The District and Swanson Farms. The plan reimagines the corridor as a regional hub for commerce, entrepreneurship, and outdoor recreation while building upon existing retail strengths.

CHALLENGE & APPROACH

The project aimed to create a comprehensive vision for introducing new mixed-use development, recreational amenities, and housing options to transform the area into a vibrant 24/7 neighborhood. Our approach included thorough market analysis, design guidelines, and implementation strategies tailored to the corridor's unique characteristics.

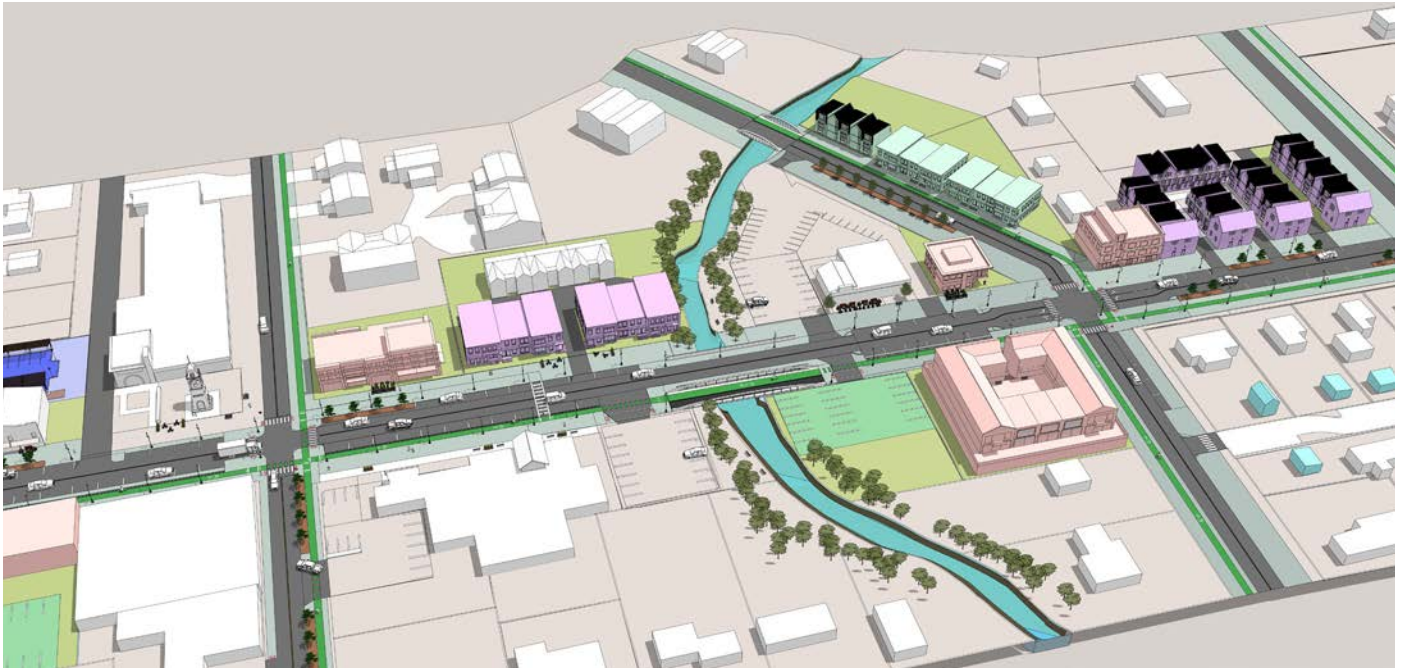
KEY SERVICES PROVIDED

- Comprehensive market and demographic analysis
- Development of detailed phasing strategies
- Creation of implementation frameworks
- Design guidelines and standards
- Public space and connectivity planning
- Economic development strategy
- Detailed cost/benefit analysis



Main Street District Plan

Section 13. Item #a.



Village of Roscoe, Illinois

Timeline: 2024-2025

Status: Completed

Client Reference

Carol Gustafson,
Village President
Village of Roscoe
10631 Main Street
Roscoe, IL 61073

PROJECT OVERVIEW

We created a comprehensive blueprint to revitalize and enhance Roscoe's downtown core, transforming it into a vibrant, walkable village center. The project built upon the 2024 Place Map Report findings to address key challenges, including lack of density, limited growth in visitor base, housing market pressures, and restrictive zoning policies.

CHALLENGE & APPROACH

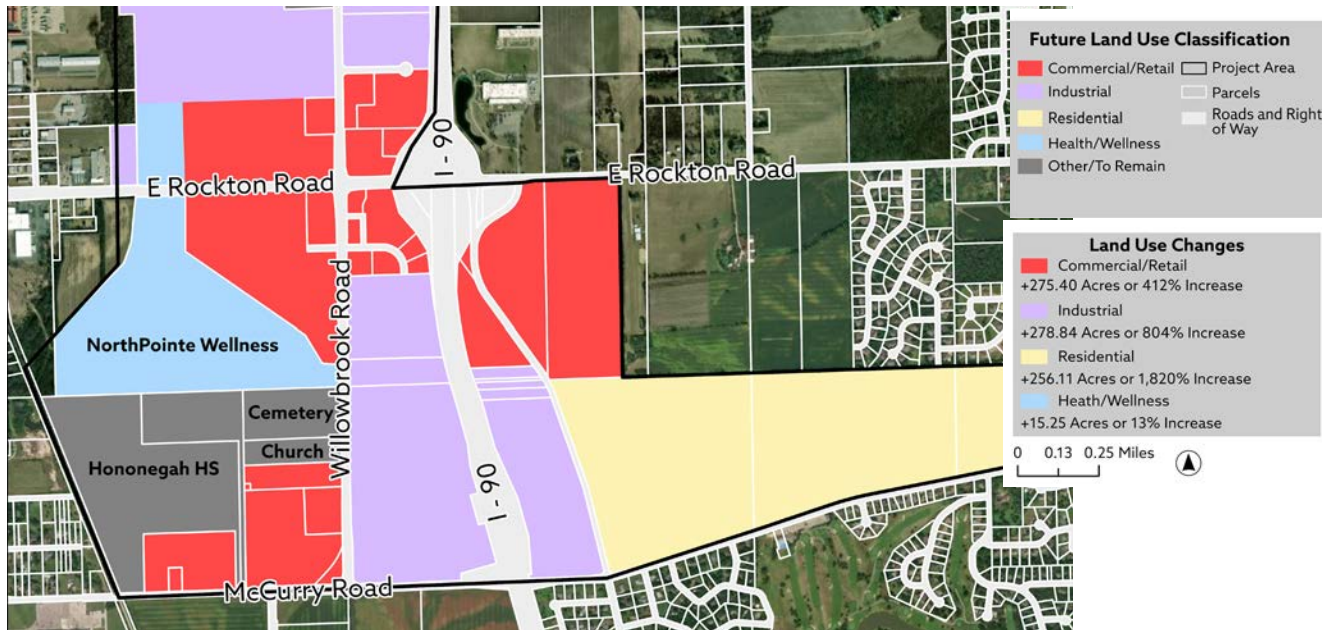
Roscoe's downtown required a transformative framework to overcome barriers to growth while maintaining community character. Place Foundry created a phased implementation strategy spanning immediate (0-2 years), mid-term (3-6 years), and long-term (7+ years) horizons, establishing two distinct zoning districts—Main Street Core and Edge Districts—to guide appropriate development intensity. Our approach integrated mixed-use development frameworks, public space activation strategies, and form-based design guidelines to create a cohesive vision that balances economic vitality with quality of life.

KEY SERVICES PROVIDED

- Comprehensive market and demographic analysis
- Downtown/Main Street Master Plan
- Creation of two distinct zoning districts (Main Street Core and Edge Districts)
- Business District Alliance Framework Plan
- Development of phased implementation strategy (0-2, 3-6, 7+ years)
- Comprehensive design guidelines and standards
- Immediate Public space activation strategies and projects
- Mixed-use development framework
- Economic development strategy

I-90 & Rockton Corridor/District Plan

Section 13. Item #a.



Village of Roscoe, Illinois

Timeline: 2024-2025

Status: Completed

Client Reference

Carol Gustafson,
Village President
Village of Roscoe
10631 Main Street
Roscoe, IL 61073

PROJECT OVERVIEW

The Village of Roscoe seeks to transform the Rockton Road corridor from a pass-through stop into a regional destination. Positioned at the I-90 interchange, the corridor offers exceptional accessibility and untapped economic potential. This initiative leverages strong demographics, high traffic volumes, and recent infrastructure improvements to attract investment and create a vibrant mixed-use environment.

CHALLENGE & APPROACH

The corridor currently functions as a brief stop for interstate travelers, missing opportunities to capture visitor spending and provide local employment. Apply a placemaking strategy that integrates market analysis, land use planning, and community engagement to create a destination that serves travelers, residents, and regional visitors. Recommendations focus on mixed-use development, infrastructure readiness, and strategic partnerships.

KEY SERVICES PROVIDED

- Marketplace research to identify key consumer trends and demand for future retail attraction
- Integration of marketplace findings with demographic and policy conditions
- Development of multiple land use scenarios with visualizations
- Land Use Development Strategy
- Economic Development Strategy
- Cost estimates and potential funding strategies
- Stakeholder engagement with property owners, business leaders, and officials



Fehr Graham serves as longtime Pingree Grove Village Engineer

PINGREE GROVE, ILLINOIS

In 2000, 271 people lived in the Village of Pingree Grove, Illinois. By 2018, the community about 48 miles northwest of Chicago had grown to 8,976 residents, fueled in part by the Cambridge Lakes residential development. Growth has continued at a rapid pace, with the population now approaching 12,000 residents. Contractors continue to build hundreds of homes each year, with the latest development adding 1,000 homes. In 2018, the Village Board hired Fehr Graham to serve as the municipal engineer.

We worked with the Village to review facility plans for the water and wastewater treatment plants, complete private development plan reviews and construction observation, maintain and repair roads, update infrastructure maps and inspect bridges. We have also completed the Phase 1 and Phase 2 Engineering efforts for a roundabout replacement in the heart of the Village.

Fehr Graham supports the Village's staff in a flexible, on-call capacity, contributing to reviews and inspections during peak-demand periods and project specific needs. We provide reviews and inspections that cater to diverse project requirements, ensuring swift and effective evaluations. We scrutinize stormwater management reports and permits, and facilitate endorsements and approvals to align with the Village's stormwater ordinance. We oversee site development, ensuring work adheres to erosion control, mass grading and stormwater infrastructure standards. Fehr Graham completes periodic inspections to stormwater detention basins, contributing to a proactive monitoring and accurate compliance reporting.



CLIENT CONTACT

Amber Kubiak
Village President
847.464.5533
akubiak@pingreegrove.org

PERIOD OF SERVICES

October 2018 to Present

CONTRACT VALUE

Various

PROJECT TEAM

PRINCIPAL

Seth Gronewold, PE

PROJECT MANAGER

Brock Sutton, PE

PROJECT ENGINEER

Luke Ziegler

AT A GLANCE

- » Prepared design plans for water and wastewater treatment plants.
- » Completed Illinois Department of Transportation reporting updates.
- » Completed Phase I and Phase II roadway designs.
- » Designed annual street maintenance and repairs.
- » Completed bridge inspections.
- » Updated utility infrastructure maps.
- » Reviewed private development plans and platting.
- » Observed private development construction.



City Engineer pushes innovation, change
SOUTH BELOIT, ILLINOIS

Fehr Graham serves as the City Engineer in South Beloit, Illinois. Our team works with City officials to review permit applications and improve street and sanitary sewer infrastructure. We complete subdivision plats and City map updates and provide safety services. Fehr Graham also reviews subdivision plats and plans for development within City limits.

One of our substantial projects was the design and oversight of improvements at Oak Grove and Doner Drive. This project was significant because it used various funding sources, including Illinois Department of Transportation (IDOT) Economic Development program dollars. The project also abutted Illinois Route 2, so there was additional coordination required IDOT. Our team coordinated with the contractors to ensure the project was completed efficiently and to standards.

Fehr Graham supports the City’s staff in a flexible, on-call capacity. We help with reviews and inspections during peak demand. Our team manages workload fluctuations driven by variables like internal staff availability, construction volumes and project complexities, ensuring consistent and reliable review and inspection services. We evaluate traffic studies and give guidance on development-related traffic concerns.



SOUTH BELOIT

CLIENT CONTACT
Tom Fitzgerald
Mayor
815.503.2691
t.fitzgerald@southbeloit.org

PERIOD OF SERVICES
January 2013 to Present

CONTRACT VALUE
Various

PROJECT TEAM

BRANCH MANAGER
Tyler Nelson, PE

SENIOR PROJECT MANAGER
Ross Grimes, PG

PROJECT MANAGER
Brandon Boggs

ENGINEER
Garrett Flores

- AT A GLANCE**
- » Brownfields work plan.
 - » Street maintenance and reconstruction design engineering.
 - » Structural design.
 - » Sludge discharge permitting.
 - » Americans with Disabilities Act improvements.
 - » Various permit reviews.
 - » Illinois Environmental Protection Agency MS4 permitting.
 - » City map updates.
 - » Site development reviews.
 - » Subdivision platting.
 - » Professional safety services.
 - » Floodway and floodplain modeling.
 - » Sanitary sewer design.
 - » Wastewater design.

What Winnebago needs	Place Foundry live experience
Comprehensive plan Long-range community vision & policy framework	Comprehensive plans — multiple active municipalities Currently leading or recently completed comp plan updates integrating land use, housing, mobility, and economic development. Active
Route 20 corridor Corridor study, access management & land use	Highway corridor planning & small area studies Direct experience with arterial corridor studies — balancing regional mobility, commercial access, and adjacent neighborhood character. Active
Downtown district Revitalization strategy & design standards	Downtown master plans & market activation Multi-community downtown plans combining market analysis, streetscape design, programming, and code-ready design standards. Active
TIF / BDD Tax increment & business district financing	TIF district creation & business district planning Supported municipalities through TIF eligibility studies, redevelopment plan drafting, and business district designation through public hearing. Recently completed
Annexation Boundary expansion & pre-annexation planning	Annexation studies & pre-development planning Experience with annexation feasibility, service extension analysis, and pre-annexation agreements coordinated with legal and engineering partners. Recently completed
Plan → policy Zoning code & ordinance implementation	Zoning updates, overlays & ordinance drafting Translating adopted plans into enforceable code — form-based overlays, use table revisions, corridor overlays — with legal partners integrated from day one. Active
District placemaking Identity, activation & community engagement	Destination branding & placemaking strategy Place Foundry's core practice — district naming, wayfinding, programming frameworks, and activation strategies that make plans real to communities. Active

Every project listed is active or recently completed. Every client reference is available.

1.3 Project Team

Place Foundry, Fehr Graham, and Sosnowski Szeto operate as an integrated project team. These are not sub-consultants assembled for this proposal — they are partners we work with regularly on planning, corridor, revitalization, and regulatory projects across northern Illinois. The people named below will carry this engagement from kickoff through Village Board adoption.

PLACE FOUNDRY

David Sidney
Managing Principal

Jeff Macke
Place Director

Shawn Ager
Place Analyst

Mark Schaer
Place Strategist

Michelle Sidney
Creative Director

SOSNOWSKI SZETO

Municipal Law & Ordinance Drafting

Aaron Szeto
Municipal Law

Roxanne Sosnowski
Municipal Law

Eric Miller
Ordinance Drafting

FEHR GRAHAM

Engineering & Infrastructure

Seth Gronewold, PE
Engineering & Planning

Luke Ziegler
Infrastructure Planning

*The people named above are the people who will do this work —
from kickoff through Village Board adoption.*



DAVID A. SIDNEY

MANAGING PRINCIPAL | PLANNING & DEVELOPMENT STUDIO

David brings over 18 years of experience transforming downtown visions into reality through his work in urban planning and community development. His proven track record includes successful downtown initiatives in communities like Roscoe and Cherry Valley, where he helped preserve historic character while fostering economic growth. David's background in private sector consulting, municipal planning, and non-profit leadership ensures recommendations balance ambition with achievability.

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

RELEVANT PROJECT EXPERIENCE

- Downtown Roscoe Master Plan, Village of Roscoe, IL
- Downtown Rockford Strategic Action Plan, Rockford, IL, City of Rockford*
- Danville 2050 Comprehensive Plan, Danville, IL, City of Danville
- City of Rockford 2020 Implementation Plan, Rockford, IL, City of Rockford*
- Cherry Valley Crossings, Cherry Valley, IL, Village of Cherry Valley
- Riverside Commons Placemaking Blueprint, Loves Park & Machesney Park, 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
- 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)



JEFF MACKE, PE, CFM

PLACE DIRECTOR

As Place Director with Place Foundry, Jeff leads infrastructure planning and technical analysis for urban development initiatives. He brings 14 years of engineering and project management expertise to Place Foundry's planning and development portfolio. His current projects include the City of Danville Comprehensive Plan and Roscoe Economic Development Strategy. Previously, he led significant regional initiatives like the Rockford Stormwater Master Plan and Cedar Rapids Flood Control System.

AREAS OF EXPERTISE

Infrastructure Planning

- Stormwater Management
- Flood Mitigation Analysis
- Green Infrastructure Design
- Municipal Infrastructure Planning
- Development Impact Studies

Technical Analysis

- Hydrologic/Hydraulic Modeling
- Infrastructure Assessment

- Cost-Benefit Analysis

Technical Analysis Cont

- Grant Application Development
- Regulatory Compliance

Project Management

- Client Relations
- Public Engagement
- Municipal Coordination
- Construction Administration
- Project Documentation

RELEVANT PROJECT EXPERIENCE

- Danville 2050 Comprehensive Plan, City of Danville
- I-90 & Rockton Road Corridor Development Feasibility Study, Village of Roscoe, IL
- Cedar Rapids E Ave Basin, Cedar Rapids IA, Lead design of 40 acre-foot flood mitigation basin*
- Rockford Park District Levings Lake Stormwater Wetland Design, Rockford IL, Rockford Park District*
- Washington Stormwater Master Plan, City of Washington, IL*
- Freeport Stormwater Master Plan, Freeport IL, City of Freeport*
- Nevada IA Green Infrastructure Design, Nevada IA, City of Nevada*
- Keith Creek Flood Study, Rockford IL, City of Rockford*
- Rockford Stormwater Master Plan, Rockford IL, City of Rockford*

**Projects completed before working with Place Foundry*

EDUCATION

- Bachelor of Science in Civil Engineering, Valparaiso University (2009)

PROFESSIONAL REGISTRATIONS

- Professional Engineer (PE)
- Certified Floodplain Manager (CFM)



SHAWN AGER

PLACE ANALYST

Section 13. Item #a.

Shawn is a Place Analyst who plays a crucial role at Place Foundry focusing on data-informed analysis and research that enhances growth, urban form, accessibility, and livability. Since 2024, Shawn has practiced geographical information systems (GIS), market analysis, and community engagement support. He brings fresh analytical perspectives combined with practical experience in municipal planning, having worked with the City of Janesville on water and forestry planning studies, and helped the Village of Roscoe, Illinois economic development strategy for I-90 and Rockton Road.

AREAS OF EXPERTISE

Geographical Information Systems (GIS)

- Collecting, managing, analyzing, and modeling geographic/spatial data
- Maps and graphs creation using ArcGIS Pro and ArcGIS Online
- Build, analyze, and update databases for municipal planning

Market Analysis & Economic Geography

- Demographic and economic data analysis
- Market research methodologies and trend identification
- Economic development opportunity assessment

Community Engagement Support

- Public workshop facilitation and coordination
- Educational outreach and presentation development
- Visual communication and graphic design for public engagement

RELEVANT PROJECT EXPERIENCE

- City of Danville, Illinois 2050 Comprehensive Plan | Market Analysis and Data Visualization
- Rockford Park District Sports Facilities | Market Analysis and Master Planning
- University of Wisconsin Whitewater Housing and Campus Planning Support*

**Projects completed before working with Place Foundry*

EDUCATION

- Bachelor's Degree in Geography with Emphasis in Geology, University of Wisconsin Whitewater (2025)
- Spanish Minor and GIS Certificate

TECHNICAL SKILLS

GIS Software: ArcGIS Pro, ArcGIS Online, Story Maps, Sketchup

Programming: R Statistical Programming

Office Applications: Microsoft Office Suite

Languages: Spanish (conversational)

Specialized: Topology management, database development, demographic analysis, market research tools



MARK SCHAER

PLACE STRATEGIST

Mark is a Place Strategist for Place Foundry. He plays a crucial role in moving our client visions forward to ground-breaking and ribbon cutting ceremonies. With a background in housing development and site selection, Mark ensures our market analysis, master plans, and design become a reality. Mark is currently assisting our private property owners/developers and municipal clients in retail recruitment, housing developer engagement, and funding strategies.

AREAS OF EXPERTISE

Real Estate Analysis & Financial Modeling

- Market research and demographic trend analysis
- Development underwriting and pro forma creation
- Rent setting, tax analysis, and cap rate evaluation

Development Strategy & Site Selection

- Strategic planning for multifamily and mixed-use projects
- Site feasibility studies and acquisition sourcing
- Coordination of market strategy across multiple states

Project Coordination & Due Diligence

- Managing documentation for large-scale transactions
- Pipeline reporting and investment committee presentations
- Collaboration with cross-functional teams for project execution

RELEVANT PROJECT EXPERIENCE

- Cherry Valley Crossings District Plan | Market Analysis, Retailer Recruitment, and Developer Engagement Strategy
- Riverside Commons | Market Analysis, Retailer Recruitment, and Developer Engagement Strategy
- I-90 & Rockton Road Corridor | Market Analysis and Developer Engagement Strategy

EDUCATION

- MBA, Real Estate Specialization – University of Wisconsin-Madison
- BS, Marketing; Minor in Public Relations – University of Illinois at Urbana-Champaign

TECHNICAL SKILLS

Financial Modeling & Research: Microsoft Excel, LandVision, CoStar, LoopNet, Crexi, Placer.ai, ArcGIS

Visualization: Adobe Creative Suite, Sketchup

Office Applications: Microsoft Office 365 Suite



MICHELLE SIDNEY

CREATIVE DIRECTOR

Michelle will develop engagement and communication materials that make technical concepts accessible to community members. Her expertise in visual storytelling will ensure the plan's identity elements resonate with corridor communities. Michelle will create materials that build understanding and support throughout the planning process.

AREAS OF EXPERTISE

Design

- Adobe Creative Suite Expert
- Web Design
- Print Design & Production
- Photography & Visual Documentation
- Typography & Brand Standards
- Presentation Design (PowerPoint, branded templates)
- Marketing Collateral Development

Marketing

- Social Media Strategy & Content Creation
- Newsletter Development & Distribution
- Email Marketing & Campaigns

Visual Storytelling

- Place Identity & Branding
- Signage & Wayfinding Design
- Infographic Design & Data Visualization

RELEVANT PROJECT EXPERIENCE

- Downtown Roscoe Master Plan, Village of Roscoe IL
- Cherry Valley Crossings, Village of Cherry Valley, IL
- 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
- Fairchild and Vermilion Corridor Development Feasibility Study, City of Danville, IL
- Lynch Road Corridor Development Feasibility Study, City of Danville IL

EDUCATION

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



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ROCKFORD, ILLINOIS 61107
(815) 900-7272

Aaron N. Szeto



- Areas of Practice:**
- Municipal Law
 - Traffic/DUI Prosecution
 - Zoning and Land Use Law
 - Real Estate Development and Transactions
 - Commercial Transactions
 - Public Finance
 - Business and Corporate Formations

Experience: Aaron N. Szeto has been practicing law since 2004. Mr. Szeto concentrates his practice in the areas of municipal law, traffic/DUI prosecution, zoning and land use law, real estate development and transactions, public finance and business and corporate formations. Within his municipal practice, Mr. Szeto advises public clients on general municipal law matters as well as zoning and land use matters. Mr. Szeto has extensive experience in structuring and negotiating annexation/ development agreements and sales tax rebate agreements. He further advises public clients on the implementation and use of complex special taxing districts (e.g. Tax Increment Financing, Special Service Areas, Special Assessments, and Business Districts) as a mechanism for spurring development and fostering economic growth within municipalities. Mr. Szeto routinely attends municipal board meetings and Zoning Board of Appeals hearings as corporate counsel. Mr. Szeto has experience helping new businesses and corporations take the steps needed for formation.

- Education:**
- J.D., Northern Illinois University College of Law, Cum Laude, (2004)
 - B.S., University of Illinois at Urbana-Champaign (2000)
- Admissions:**
- Illinois (2004)
- Affiliations**
- Illinois Municipal League
 - Illinois Bar Association
 - Winnebago County Bar Association



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Roxanne M. Sosnowski



Areas of Practice:

- Municipal Law
- Traffic/DUI Prosecution
- Zoning and Land Use Law
- Labor and Employment Law

Experience:

Roxanne Sosnowski focuses her practice in the areas of municipal law, traffic/DUI prosecution, zoning and land use law, labor and employment, commercial real estate and business and corporate formations. Within this practice, Attorney Sosnowski represents management interests in virtually all aspects of the employment relationship with their employees, including counseling employers with respect to the hiring process, discipline, and separation of their employees, negotiating collective bargaining agreements, handling grievances and arbitrations and if necessary, the representation of employers in connection with litigated disputes. She has represented employers in a wide variety of matters before state courts and administrative agencies. Attorney Sosnowski also serves as counsel for the following local governments: City of South Beloit, Village of Rockton, Village of Poplar Grove, Village of Cherry Valley, City of Freeport, City of Byron, Forest Preserves of Winnebago County, Boone County Fire Protection District #1, and the Stateline Mass Transit District serving as general counsel on day-to-day governance matters.

Education:

- J.D., Northern Illinois University College of Law, Cum Laude, (2004)
- B.A., Northern Illinois University (2001)

Admissions:

- Illinois (2004)
- United States District Court - Northern District of Illinois – General Bar (2005)

Affiliations

- Illinois Municipal League – Home Rule Attorney Committee
- International Municipal Attorneys Association
- Illinois Local Government Lawyers Association
- Illinois Bar Association
- Winnebago County Bar Association



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Eric J. Miller



Areas of Practice:

- Traffic/DUI Prosecution
- Municipal Law
- Civil and Commercial Litigation
- Real Estate

Experience:

Eric Miller focuses his practice in the areas of civil and commercial litigation, municipal law, real estate, and traffic/DUI prosecution. Within this practice, Mr. Miller represents municipalities by serving as the municipal prosecutor for traffic and DUI matters and other municipal civil and commercial litigation matters in addition to serving as general counsel on day-to-day governance matters. Mr. Miller has experience with real estate matters and routinely assists and counsels sellers and buyers of residential and commercial property through the entire real estate transaction process.

Education:

J.D., University of Illinois-Chicago College of Law (f/k/a The John Marshall Law School), 2004
B.A., University of Wisconsin-Madison, Political Science, 2001
B.A., University of Wisconsin-Madison, Economics, 2001

Admissions:

IL – November 2004
Northern District of IL – General and Trial Bar – November 2004
7th Circuit Court of Appeals - 2017
6th Circuit Court of Appeals – 2017

Affiliations:

American Bar Association
ILGLA

Seth W. Gronewold, PE

Principal



EDUCATION

B.S. in Civil Engineering
Bradley University, 2015

PROFESSIONAL LICENSES

Professional Engineer
Illinois #062-071468
Iowa #25539
Wisconsin #47315-6
Texas #135738
Michigan #6201311561
Florida #99994

CERTIFICATION

NBIS Program Manager
Illinois #01064
Iowa
Wisconsin

PROFESSIONAL ASSOCIATION

Illinois Section of American Water Works Association

Seth Gronewold serves as a Municipal Engineer for many Fehr Graham governmental clients. He is experienced in drinking water systems and treatment, project funding and budgeting, and construction management. Seth designs roads, sanitary sewer systems, stormwater improvements and culverts. He plays a pivotal role in field operations, design considerations and project management. His experience extends to hydraulics, grading plans, site designs, structural design, and highway and utility engineering. Whether a large-scale transformation or small-scale enhancement, Seth provides comprehensive oversight, ensuring successful outcomes for our clients.

MERCY WAY AND LYFORD ROAD DESIGN

City of Rockford, Illinois

Seth served as Project Design Lead for 1.5 miles of road for a 256-acre medical development. He helped with several aspects of the project, including road design, signalized intersection improvements, water main design, sanitary sewer design, box culvert design, roundabout design and stormwater management design. He worked with the Illinois Department of Transportation because the agency helped fund the project and provided design approval.

WELL NO. 34 WATER TREATMENT PLANT DESIGN AND CONSTRUCTION

City of Rockford, Illinois

Seth was the Project Manager for the design and construction of the Well No. 34 Water Treatment Plant. This facility was designed to treat radium-laden water using a horizontal pressure filter and chemical injection of hydrous manganese oxide. Along with overseeing project design, permitting, bidding and construction, Seth was responsible for coordinating funding assistance through the Illinois Environmental Protection Agency State Revolving Fund loan for the project.

GENERAL MUNICIPAL ENGINEERING SERVICES

- City of Loves Park, Illinois
- Village of Forreston, Illinois
- City of Rockford Water, Illinois
- Village of Pingree Grove, Illinois
- City of South Beloit, Illinois
- Village of Roscoe, Illinois
- Village of Durand, Illinois
- Village of Winnebago, Illinois

DEEP WELL NO. 19 WELL HOUSE AND TRANSMISSION MAIN DESIGN SERVICES

Crystal Lake Public Works Department | Crystal Lake, Illinois

LEAD SERVICE LINE REPLACEMENT PROGRAM DESIGN AND CONSTRUCTION SERVICES

City of Rockford Water Department, Illinois

MADISON STREET RECONSTRUCTION - DESIGN AND CONSTRUCTION

City of Rockford, Illinois

WATER TREATMENT PLANT NO. 2 AND WELL NO. 3 DESIGN AND CONSTRUCTION

Village of Pingree Grove, Illinois

CLARENCE HICKS MEMORIAL SPORTS PARK DESIGN AND CONSTRUCTION

Rockford Park District | Rockford, IL

PHASE III WATER MAIN REPLACEMENT DESIGN

Village of Forreston, Illinois

Lukas Ziegler

Project Engineer



EDUCATION

B.S. in Environmental Engineering
University of Wisconsin-Platteville, 2021

CERTIFICATION

Illinois Department of Transportation
Documentation of Contract Quantities
#22-20109, 2022

Luke Ziegler partners with municipal clients to plan, design and deliver infrastructure projects that strengthen their communities. He serves as a trusted extension of staff, stepping in as an on-call engineer when needed and helping clients navigate decisions, regulations and construction with confidence. Known for his collaborative approach and practical solutions, Luke builds lasting relationships while keeping projects moving forward.

ILLINOIS ENVIRONMENTAL PROTECTION AGENCY (EPA) WATER MAIN REPLACEMENT

Village of Forreston, Illinois

Luke designed, bid and supported construction for approximately 4,800 feet of water main throughout the Village. He evaluated alignment options, coordinated with the Illinois EPA to secure construction and operating permits, and worked closely with the contractor to ensure compliance with plans and permit requirements. He also completed preliminary planning for a third phase, which includes replacing an additional 2,800 feet of water main within the Illinois Department of Transportation (IDOT) right of way.

INFLOW AND INFILTRATION MONITORING

Village of Forreston, Illinois

Luke led data collection and reporting for an inflow and infiltration (I&I) study for the Village's sanitary sewer collection system. He worked with Village staff and Fehr Graham field crews to identify flow meter locations, supported monitoring efforts and analyzed data to evaluate system performance. He compiled findings into a final report and presented results to the Village Board.

CLAYTON COURT WATER MAIN LOOPING

Village of Winnebago, Illinois

Luke designed approximately 1,000 feet of water main installed by directional bore methods to improve flow and pressure in the village's southwest quadrant. He coordinated with the Illinois EPA to obtain permits and worked with village staff to determine the most effective alignment.

LOCAL STREETS RESURFACING DESIGN AND CONSTRUCTION

City of Oregon, Illinois

Luke led design, bidding and construction services for approximately 6,000 feet of roadway resurfacing. He collaborated with city staff to meet local standards and worked with the contractor to ensure construction aligned with project plans.

DESIGN, BIDDING AND CONSTRUCTION SERVICES

Motor Fuel Tax (MFT) Roadway Resurfacing Projects

- City of Oregon, Illinois – 2025, 2026
- Village of Forreston, Illinois – 2025, 2026
- Village of Roscoe, Illinois – 2022
- Village of Winnebago, Illinois – 2023, 2024, 2025, 2026

SECTION 2

Work Plan



2.0 Understanding Winnebago

Winnebago is not trying to become something it isn't. It is trying to become more fully what it already is — a community with agricultural roots, a walkable historic downtown, residential neighborhoods that families chose deliberately, and corridors with real development potential that Route 20 and regional growth pressure are steadily building toward. Population 2,903. Located just west of Rockford in Winnebago County. Connected to the region but not defined by it — Winnebago has its own character, its own economy, and its own priorities.

In 2025, Village leadership invested in a Strategic Plan. That was not a routine exercise. It was a genuine community process that surfaced four priority areas, produced specific and measurable goals, and named the work that needed to happen next. We have read that plan carefully. It shapes everything in this proposal. Here is what we understand about what this engagement needs to accomplish.

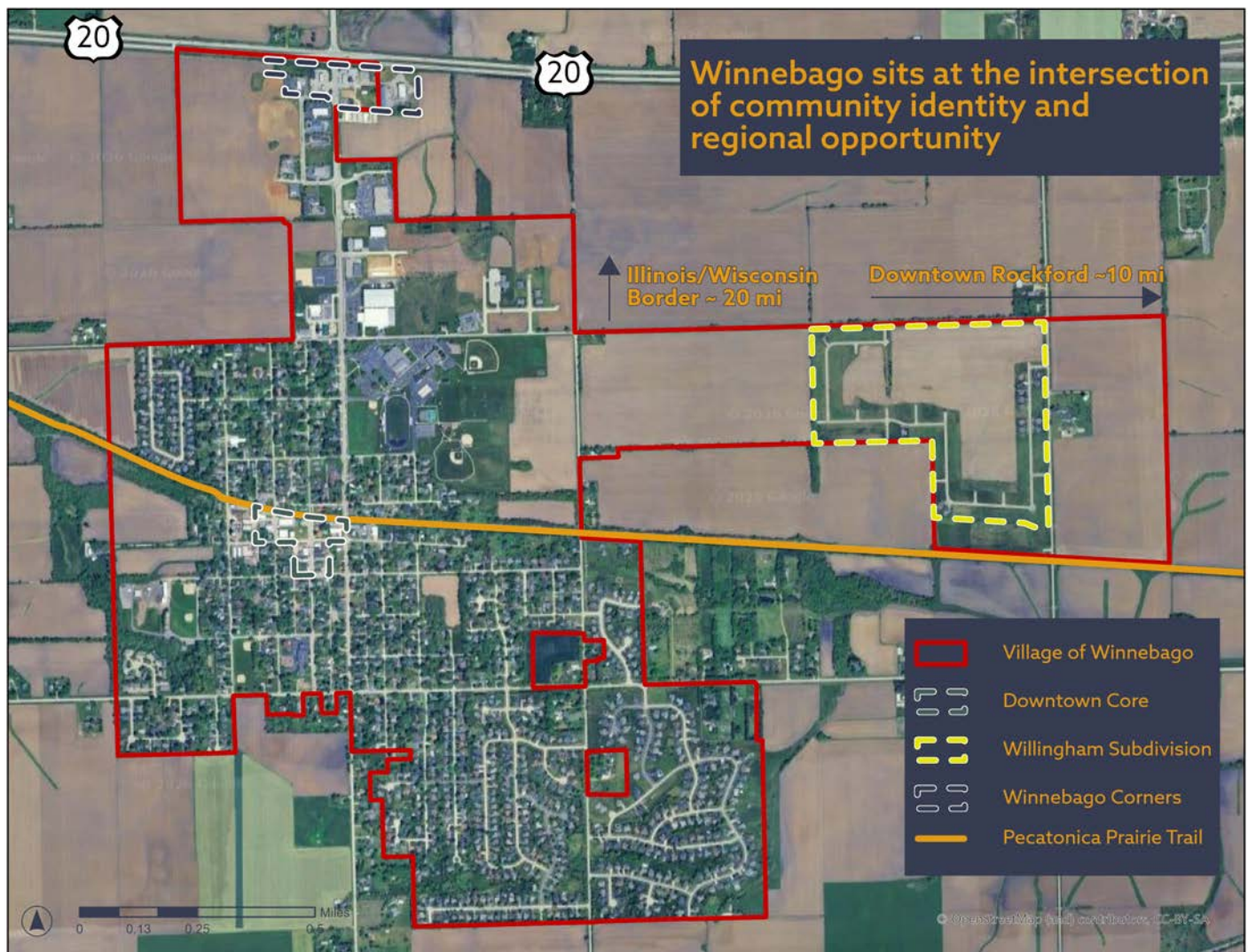
The Strategic Plan identified the work.

This project delivers it. Every scope element in this proposal maps directly to a goal your leadership identified as High or Medium priority: UDO modernization for the red tape goal, downtown zoning district for the investment and recruitment goal, TIF feasibility for all three candidate areas, and the annexation strategy for growth management. This is not a generic planning process. It is the implementation track for decisions Winnebago has already made.

The Strategic Plan explicitly called for updating the Comprehensive Plan and the UDO — to reduce regulatory red tape, streamline development processes, and ensure design standards are producing the outcomes the Village actually wants. This engagement is not a routine update. It is the implementation phase the Strategic Plan was pointing toward.

Downtown needs its own policy framework.

Downtown Winnebago's greatest asset may also be its best-kept secret: a walkable, historic commercial core surrounded by residential neighborhoods that are already doing what other communities spend decades trying to create. The existing UDO has no downtown zoning district. The 2007 Comprehensive Plan identified downtown visibility from Elida Street as a longstanding challenge. Nearly twenty years later, the opportunity is to stop describing it as a challenge and start building the regulatory and investment environment that turns it into an asset. A strong downtown element in the Comprehensive Plan — paired with a dedicated downtown zoning district in the UDO — gives the Village the tools to make that happen.



Route 20 and Winnebago Corners are the primary growth opportunity – and Winnebago Corners is not a failed development. It is an underdeveloped one, and there is a meaningful difference.

The corridor has real physical limitations. Lot depths are shallow. Access points are controlled. Highway setbacks reduce buildable area. Ownership is fragmented. But the corridor visibility, the regional growth pressure along Route 20, and the proximity to Rockford all point toward real investment potential. What has been missing is a clear signal to developers about what the Village wants to see built there, backed by zoning that makes it achievable. Place Foundry's work on the I-39/CherryVale corridor – with nearly identical physical constraints – produced a \$487.6 million development framework because the strategy was built around the constraints rather than around what the map wished were true. That is the approach Winnebago's Route 20 opportunity requires.

Annexation strategy requires an infrastructure foundation, not advisory language.

The Strategic Plan flagged annexation north of Route 20 as a medium-priority long-term goal. That strategy has to be built on Fehr Graham's direct knowledge of the Village's water system, stormwater infrastructure, and road network – and written as formal, adoptable policy with infrastructure service capacity benchmarks and pre-annexation agreement standards.

The 2019 UDO is a starting point — and an honest diagnostic.

The 2019 UDO gives this engagement a solid foundation — an article structure, an established district framework, and a zoning map that staff administers daily. That is a genuine advantage over starting from scratch. It also gives us a clear diagnostic starting point: a document built without a Comprehensive Plan as its guide, and already showing the gaps you would expect from that origin. The goal is not to discard what works. It is to improve what doesn't — with provisions specifically written for Winnebago, legally current, and aligned with the Comprehensive Plan being developed alongside them. The evaluation work in Phase 1 is not theoretical — we know what we are looking for. The goal is not to discard what works, but to replace what does not with provisions that are specifically written for Winnebago, legally current, and aligned with the Comprehensive Plan being developed alongside them.

Winnebago needs a story — not just a plan.

The Strategic Plan called for branding and communications as a community priority. That is not a marketing task — it is a planning task. A community that cannot articulate what it is becoming cannot attract the residents, businesses, and investors it needs to get there. This engagement will answer the question: Imagine if Winnebago, Illinois were known for... The answer becomes the narrative foundation for everything — the downtown strategy, the economic development framework, the annexation vision, and the Village's ongoing communications with residents and the region. Fehr Graham's infrastructure analysis tells us how much Winnebago can grow. The place visioning work tells us what it should become.

2.1 Our Approach



Two documents. One integrated process. Fourteen months.

ILLINOIS DIVISION 12 COMPLIANCE

Your Comprehensive Plan will satisfy all requirements of Illinois Municipal Code Division 12 (65 ILCS 5/11-12) — all required plan elements, the official map, and basic subdivision standards. Our team maintains a Division 12 compliance checklist throughout the drafting process, ensuring every required element is addressed before the document reaches public hearing.

On this project, both documents develop together. The UDO compliance audit begins in Phase 1. The UDO Framework Document is drafted alongside the Key Recommendations Memo in Phase 3. Draft ordinance language is written while the Comprehensive Plan elements are being developed in Phase 4.

When the Plan is ready for adoption, the UDO is ready too. The result is two aligned documents, adopted in the same process, in sixteen months.

This is not simply a scheduling efficiency. It changes what the documents can accomplish. When the planning and legal teams work in parallel from the beginning, policy decisions in the Comprehensive Plan are immediately tested against regulatory feasibility.

Development standards in the UDO are written to implement specific plan recommendations rather than be adapted from generic templates. The downtown zoning district is designed in tandem with the downtown plan element — so the two documents reinforce each other rather than creating gaps that the development community will find.

PHASE 1 KICK-OFF & EXISTING CONDITIONS | MONTHS 1-3

The first three months establish the foundation on which everything else builds. Place Foundry arrives at kickoff having already studied the 2007 Comprehensive Plan, the 2019 UDO, the 2025 Strategic Plan, and all available regional data. We do not use the kickoff meeting to get oriented. We use it to confirm our understanding and identify the gaps only local knowledge can fill.

1.1 Staff Coordination & Data Collection

Coordination meeting with Village Administrator and staff to review scope, timeline, deliverables, and data needs. GIS data, past plans, current UDO, 2025 Strategic Plan, capital improvement plans, and infrastructure reports requested. Place Foundry establishes a standing staff communication cadence from Day 1: bi-weekly check-in calls with the Village Administrator, monthly written progress reports, and a 10-business-day commitment on all draft document reviews. Seth Gronewold and Luke Ziegler conduct an infrastructure data review in parallel — water system capacity, stormwater network, road conditions, and existing CIP — to establish the engineering baseline for the annexation and growth analysis.

1.2 Staff Kick-Off Meeting & Study Area Tour

Face-to-face kick-off with Village Administrator, key staff, and department heads. Study area tour conducted — Winnebago Corners at Route 20, downtown Main Street and Elida Street corridor, Willingham Subdivision, annexation boundary areas north of Route 20, and key infrastructure facilities. The study area tour is not optional. There is no substitute for walking the ground.

1.3 Department Heads Meeting

Meeting with Public Works, Police, Building and Zoning, and other relevant departments. Infrastructure capacity constraints, code enforcement challenges, permitting bottlenecks, and operational priorities documented. These inputs feed directly into the UDO's development standards and review procedures.

1.4 Steering Committee Formation & Meeting #1

Place Foundry assists Village staff in forming the Comprehensive Plan Steering Committee. Recommended composition: Village Board representative, Zoning Board representative, business community member, resident at-large, CUSD #323 representative, and Park District representative. The Steering Committee is the Village's primary policy advisory body throughout the engagement. Meeting #1 covers project introduction, roles, process overview, and schedule.

1.5 Planning & Zoning Commission Presentation #1

Project introduction to the Planning and Zoning Commission. A Commission exercise surfaces initial planning concerns and regulatory priorities from the body that administers the UDO. Findings documented and carried into UDO evaluation work.

1.6 UDO Evaluation & Improvement Review

Thorough evaluation of the 2019 UDO — identifying what is working well, what the Strategic Plan flagged for improvement, and what needs updating. Coverage includes all articles, zoning regulations, and subdivision regulations. Addresses: red tape reduction, streamlined review procedures, sign code under Reed v. Gilbert (2015), annexation framework, and subdivision regulation improvements. This memo becomes the UDO improvement roadmap for Phases 3 through 5.

1.7 Priority Amendment Memo

Aaron Szeto + Place Foundry

Where the evaluation identifies provisions warranting attention before the full rewrite is complete, Aaron Szeto and Place Foundry prepare a Priority Amendment Memo with draft ordinance language the Village can act on now. Delivers tangible legal value within the first sixty days of the engagement.

1.8 Existing Conditions Memo

Shawn Ager Lead

Comprehensive analysis covering: demographic trends and 20-year population projections, existing land use inventory and map, transportation network assessment, infrastructure capacity review, economic conditions and commercial market analysis including Route 20 and Elida Street corridor constraints, parks and facilities inventory, and thorough review of all prior plans including the 2007 Comprehensive Plan, 2019 UDO, 2025 Strategic Plan, and regional documents.

1.9 Staff Review & Discussion

All three memos delivered to Village staff for review. Comments incorporated before public engagement activities begin. Priority Amendment Memo advanced to the Planning and Zoning Commission if staff confirms immediate action is warranted.

Key Deliverables – Phase 1

- Existing Conditions Memo
- UDO Evaluation & Improvement Memo – all articles including subdivision regulations (*Place Foundry + Aaron Szeto*)
- Priority Amendment Memo – draft ordinance language for provisions warranting interim action (*Aaron Szeto + Place Foundry*)
- Steering Committee Meeting #1 Summary
- Planning & Zoning Commission Meeting #1 Summary

Winnebago is a community with genuine pride in what it is and clear opinions about what it wants to become. Our engagement approach reflects that. Rather than running every resident through the same survey and calling it engagement, we use three parallel streams — digital tools that are always on, targeted events designed for specific Winnebago audiences, and focused stakeholder sessions that go deep with the people who most directly shape the Village’s future. The result is an engagement record that is broad, specific, and genuinely representative of who Winnebago is.

STREAM 1 — ALWAYS ON | Digital & Ongoing Tools

These tools run from kickoff through adoption — continuously gathering input, hosting project materials, and keeping residents informed between formal meetings. They reach the people who will never attend a Tuesday night public meeting but have just as much at stake in the outcome.

2.1 Project Website

Live at kickoff. Hosts all engagement tools, meeting materials, draft documents, and project updates throughout the sixteen-month engagement. The website is not a static information page — it is an active participation channel, updated after every milestone and promoted through Village communications throughout the process.

2.2 Online Community Survey

Distributed through the Village website, social media, CUSD #323 network, Chamber of Commerce contacts, and direct mail to property owners. Results analyzed and reported before the Community Visioning Workshop so public meeting time is spent on dialogue, not data collection that could have happened online.

2.3 Interactive Map-Based Engagement Platform

Residents identify geographic issues, assets, and opportunities by placing pins on a digital map of the Village. The composite map directly informs the Future Land Use Map, the downtown element, and the annexation strategy — connecting resident place knowledge to specific policy decisions.

2.4 ‘Winnebago Looks Forward’ Visual Preference Survey

Residents react to images of real places — actual downtown streetscapes, Route 20 commercial corridor types, housing styles, gateway concepts, and park designs. Produces direct, visual evidence of what Winnebago residents want their community to look like, feeding design policies and UDO development standards in ways a written survey never can.

STREAM 2 — REACHING WINNEBAGO WHERE IT LIVES | Community & Demographic Events

Winnebago is already a community that shows up. The goal of Stream 2 is not to replace that instinct — it is to reach the voices that standard planning formats don’t naturally draw out. Older residents who carry institutional memory. Children and families who will live with these decisions longest. Agricultural landowners who control the land that determines the Village’s growth boundary. Young people who need to see themselves in the plan. Each activity is designed specifically for its audience, in a format and setting where they are already comfortable.

2.5 ‘Imagine If Winnebago Were Known For...’ Place Visioning Session

A facilitated community visioning exercise built around a single generative question: Imagine if Winnebago, Illinois were known for... Conducted in small groups with residents, business owners, young people, and community leaders, this session surfaces the community’s aspirational identity — the story it wants to tell the world. Results are synthesized into

a Place Narrative that informs the Comprehensive Plan’s vision statement, economic development framework, and downtown strategy, and gives the Village a communications foundation it can use immediately. This is not a marketing exercise. It is the foundation of a plan people will defend and implement because they helped write the story.

2.6 'Winnebago Then & Now' History Night at the Library

Partnering with the Winnebago Public Library's Local History Room — a named community anchor in the 2007 Comprehensive Plan — and the Winnebago History Writers group, this September evening event brings long-term residents together around historic photos of the Village paired with current images of the same locations. Attendees place sticky notes on maps indicating what they want to preserve and what they want to change. This format reaches older and long-term residents who carry the deepest institutional knowledge about what makes Winnebago distinctive and who are least likely to participate through digital tools or standard public meeting formats. Their perspective on the Village's identity and character is foundational to the vision the Comprehensive Plan must articulate.

2.7 'Dream Winnebago' Kids Art Contest — CUSD #323

In partnership with Winnebago Community Unit School District #323, elementary and middle school students are invited to draw or write their vision of Winnebago in 2045. What does their town look like when they grow up? Winning entries are displayed prominently at Village Hall and incorporated visually into the final Comprehensive Plan document. Submissions accepted September through October; display and recognition event in November. This activity reaches young children and their families — a demographic almost entirely absent from traditional planning engagement — and produces genuinely aspirational input that reflects the community's next generation. Parents who see their child's artwork in the Comprehensive Plan become invested advocates for its implementation.

2.8 Youth Engagement Session — Winnebago High School

One dedicated facilitated session with Winnebago High School students. Their input gets a named section in the Comprehensive Plan — not a footnote, not a sidebar. Coordinated alongside the Dream Winnebago Kids Art Contest to create a complete K-12 engagement arc: elementary voices captured through visual storytelling, high school voices captured through facilitated dialogue about the community they want to inherit.

2.9 'Farmers & Future' Agricultural Landowner Roundtable

Agriculture represents over 33% of Winnebago's planning area, and agricultural landowners control the land that will determine the Village's annexation and growth strategy for the next generation. Yet farmers almost never attend public planning meetings — the format, the timing, and the setting do not work for them. Place Foundry hosts a dedicated, informal roundtable in late October or early November — post-harvest, when agricultural landowners have time — at a farm, the Winnebago Farm Bureau, or the grain elevator. The conversation focuses on annexation area boundaries, infrastructure extension, agricultural preservation policies, and the growth boundary framework. These landowners deserve a dedicated seat at the table, and their input shapes the annexation chapter in ways no other engagement activity can replicate.

2.10 Community Visioning Workshop — Public Meeting #1

All-community in-person workshop open to all residents, business owners, and stakeholders. Exercises include large-group SWOC analysis drawing on engagement findings from Streams 1 and 2, small-group mapping of assets and opportunities, visual preference voting, and facilitated discussion of the Village's top priorities. The findings from the Place Visioning Session, History Night, and Agricultural Roundtable are presented back to the full community here — making every participant's voice visible. David Sidney facilitates.

STREAM 3 — TARGETED STAKEHOLDER SESSIONS | *Deep Dives with Key Voices*

Stream 3 goes deep with the people who most directly shape Winnebago's development future — business owners, property owners, prospective developers, and the stakeholders whose decisions determine whether the plan's recommendations reach the ground. These are not public meetings. They are targeted conversations that produce the specific, candid input that public forums rarely generate.

2.11 Stakeholder Interviews and Focus Groups

Targeted conversations with: agricultural and residential landowners in annexation areas; downtown business and building owners; Chamber of Commerce leadership; prospective developers and brokers active in the Route 20 corridor; CUSD #323 and Park District leadership; adjacent community representatives; and civic organizations. Interview notes are summarized and reported to Village staff — confidentially where requested. These conversations surface the candid concerns and aspirations that rarely appear in public meeting comment periods.

2.12 Business Community Workshop — Winnebago is Open for Business'

A targeted session for business owners, property owners, landowners, and developer contacts. Topics include Winnebago Corners development potential, regulatory barriers to investment, downtown redevelopment opportunities, and the economic development framework taking shape in the Comprehensive Plan. Structured as a working session — not a presentation — so participants leave having shaped the plan rather than having been briefed on it.

2.13 'What Works / What Doesn't' Downtown Walking Audit

A 90-minute field session with downtown business and property owners. Place Foundry walks the Main Street and Elida Street corridor documenting the street experience from a customer, tenant, and developer perspective — sidewalk conditions, visibility, parking, signage, storefronts, and public space quality. Findings feed directly into the downtown plan element and the new downtown zoning district standards in the UDO. Residents and property owners who walk this audit with us become informed, invested participants in the downtown strategy.

Key Deliverables — Phase 2

- Project Website
(live at kickoff through adoption)
- Online Survey Results Summary
- Map-Based Engagement Summary
with annotated Village map
- 'Winnebago Looks Forward' Visual
Preference Survey Results
- 'Imagine If Winnebago Were Known For...'
Place Narrative — community identity
foundation
- 'Winnebago Then & Now' History Night
Summary — long-term resident input
- 'Dream Winnebago' Kids Art Contest
Submissions — displayed at Village Hall,
incorporated into final Comp Plan
- Youth Engagement Session Summary —
named section in Comprehensive Plan
- 'Farmers & Future' Agricultural Roundtable
Notes — annexation and growth
boundary input
- Stakeholder Interview Notes
(confidential to staff)
- Business Community Workshop Summary
- Downtown Walking Audit Field Notes
- Public Engagement Summary —
Key Themes & Takeaways across all
three streams

PHASE 3 VISION, GOALS & KEY RECOMMENDATIONS | MONTHS 6-8

Before a single plan chapter is written, the Village needs to confirm its direction. Phase 3 produces two documents — the Key Recommendations Memo and the UDO Framework Document — that give Village staff, the Steering Committee, the Planning and Zoning Commission, and the Village Board a clear picture of where the plan is heading before significant resources are committed to full document production. If there are policy disagreements, this is where they surface.

3.1 Vision Statement & Goals

Synthesis of all engagement findings into a Vision Statement and Goals organized around five to seven plan focus areas. Goals are explicitly aligned with the four Strategic Priority Areas from the 2025 Strategic Plan. The Comprehensive Plan implements what the Strategic Plan set in motion. That continuity of direction is made explicit in the document.

3.2 Key Recommendations Memo

A focused pre-draft document covering: Future Land Use Framework and Draft Future Land Use Map; downtown land use and character recommendations including specific redevelopment opportunity sites — the former Bud's Automotive site, downtown parking, gateway parcels; Route 20 / Winnebago Corners development strategy grounded in the corridor's physical constraints; residential land use policies and Willingham Subdivision buildout; annexation strategy framework with infrastructure capacity analysis from Seth Gronewold and Luke Ziegler at Fehr Graham; economic development framework including TIF district feasibility; and transportation priorities including Pecatonica Prairie Path integration.

3.3 UDO Framework Document

The structural blueprint for the revised UDO. Covers: proposed district structure including the new downtown zoning district; use table reorganization approach; development standards framework; sign code rewrite approach for Reed v. Gilbert compliance; annexation agreement framework; and variance and appeals procedure structure. Sosnowski Szeto leads the legal framework. Place Foundry leads policy content.

3.4 Staff Review & Discussion

Both documents delivered to Village staff for review. Staff comments integrated before Steering Committee and Planning and Zoning Commission presentations.

3.5 Steering Committee Meeting #2

Key Recommendations Memo and UDO Framework presented to the Steering Committee for feedback. Policy decisions documented and confirmed before full drafting begins.

3.6 Planning & Zoning Commission Presentation #2

Presentation of the Vision Statement, Goals, Key Recommendations Memo, and UDO Framework Document. Commission deliberation documented and carried into the draft UDO structure.

3.7 Village Board Progress Briefing #1

A mid-process briefing ensuring the Village Board is informed and supportive before full document drafting begins. Village Board input at this stage prevents costly revisions late in the process. Directly addresses the RFP's requirement for coordination with the Village Board throughout the process.

Key Deliverables — Phase 3

- Vision Statement & Goals
- Key Recommendations Memo with Draft Future Land Use Map
- UDO Framework Document (Place Foundry + Sosnowski Szeto)
- Steering Committee Meeting #2 Summary
- Planning & Zoning Commission Meeting #2 Summary
- Village Board Progress Briefing #1 Summary

PHASE 4 DRAFT COMPREHENSIVE PLAN & DRAFT UDO | MONTHS 8-12

This is the dual-track heart of the engagement. The Comprehensive Plan and the UDO are drafted in parallel, reviewed together at the 50% and 90% milestones, and legally certified before the adoption process begins. The work in Phases 1 through 3 makes this phase productive — by the time full drafting begins, the community's direction is confirmed and the team is building documents the Village has already agreed to.

4.1 Comprehensive Plan Elements

Full draft plan prepared element by element, grounded in the Key Recommendations Memo and community engagement findings. Elements include:

- Community Background & Context — history, demographics, regional setting, Rockford MSA relationship
- Land Use & Development — Future Land Use Map, place types, infill and redevelopment policies for downtown and Route 20 corridor
- Downtown Winnebago — character definition, redevelopment vision, opportunity sites (former Bud's Automotive, parking, gateway parcels), gateway strategy, parking framework, pedestrian connectivity
- Economic Development — Route 20 / Winnebago Corners strategy grounded in corridor constraints; TIF district policy framework; business attraction and retention; incentive tools aligned with the 2025 Strategic Plan
- Housing — housing diversity policies, Willingham Subdivision buildout framework, missing middle housing opportunities
- Transportation & Infrastructure — roadway network recommendations, Pecatonica Prairie Path integration, infrastructure capacity analysis for annexation areas (Seth Gronewold and Luke Ziegler, Fehr Graham)
- Community Facilities & Services — parks, schools, Village Hall / Police / Community Center planning, Park District and CUSD #323 coordination
- Annexation Strategy — logical growth area identification north of Route 20, formal adoptable policy language, pre-annexation agreement standards, TIF contiguity analysis, infrastructure service capacity benchmarks
- Implementation — prioritized action matrix with timeframes, responsible parties, and funding sources; regulatory action checklist tying each recommendation to a specific UDO article

4.2 Revised UDO — All Articles

Place Foundry and Aaron Szeto co-author the revised UDO, building on the 2019 foundation and the improvement roadmap developed in Phase 1.

Key components:

- Article Restructure and Modernization — reorganized for staff usability, modern formatting with graphics and tables, plain-language descriptions. Shawn Ager leads format modernization
- Downtown Zoning District — new district for Winnebago's historic downtown character; permitted and special uses, form-based design standards, sign allowances, parking flexibility
- Sign Code Rewrite — content-neutral framework consistent with Reed v. Gilbert (2015). Aaron Szeto leads
- Use Table Modernization — reorganized, graphically enhanced, plain-language descriptions, updated use categories
- Annexation Framework Update — pre-annexation agreement standards, infrastructure adequacy thresholds, contiguity requirements
- Development Standards — updated parking, landscaping, buffering, lighting, design standards; complete streets language integrated
- Missing Middle Housing Provisions — flexible residential standards accommodating duplexes, triplexes, cottage courts, and ADUs
- Review Procedures — streamlined site plan review, special use permit, variance, rezoning, and subdivision procedures addressing the Strategic Plan's 'red tape' priority
- Enforcement Provisions — clear, updated procedures aligned with current Illinois law
- Variance & Appeals Procedures — updated for Illinois Municipal Code consistency. Aaron Szeto leads

4.3 Staff Review — 50% Draft

50% draft of both documents delivered to Village staff and Aaron Szeto for legal review simultaneously. Comments documented and incorporated before 90% draft begins.

4.4 Village Board Progress Briefing #2

50% draft overview presented to the Village Board. Ensures the Village Board is fully informed on Comprehensive Plan policies and the UDO framework before public meetings begin.

4.5 Steering Committee Meeting #3

50% draft overview presented to the Steering Committee. Key policy decisions confirmed or adjusted before final draft development.

4.6 Public Meeting #2 — Draft Comprehensive Plan Review

Community open house at accessible Village location with varied time option. Display boards and summary sheets provided for Village staff to conduct additional informational sessions independently.

4.7 Public Meeting #3 — Draft UDO Review

Focused public meeting on the draft UDO. Aaron Szeto present for legal and regulatory questions. Feedback documented and incorporated.

4.8 P&Z Commission Workshop #1 — Draft Comprehensive Plan

A working session — not a presentation. Commission deliberates on draft Comprehensive Plan elements, with particular attention to land use policies, the Future Land Use Map, the downtown element, and the annexation strategy.

4.9 P&Z Commission Workshop #2 — Draft UDO

A working session on the draft UDO. Downtown zoning district, use table, sign code, and review procedures receive focused attention. Aaron Szeto present for all legal questions.

4.10 90% Draft & Legal Review

90% draft of both documents delivered to Village staff and Aaron Szeto for final legal review and QA/QC simultaneously. A legal review memo is prepared confirming compliance and flagging any remaining issues before the adoption process begins.

4.11 Steering Committee Meeting #4

Final policy direction confirmed before the adoption process begins. The Steering Committee reviews both documents in near-final form.

Key Deliverables — Phase 4

- Draft Comprehensive Plan (50% and 90%)
- Draft UDO (50% and 90%)
- Legal Review Memo — 90% Milestone (Sosnowski Szeto)
- Village Board Progress Briefing #2 Summary
- Public Meeting #2 Summary — Draft Comprehensive Plan
- Public Meeting #3 Summary — Draft UDO
- Planning & Zoning Commission Workshop Summaries (#1 and #2)
- Steering Committee Meeting Summaries (#3 and #4)

PHASE 5 FINAL DOCUMENTS & ADOPTION | MONTHS 12-16

The adoption process is not a formality. It is the culmination of sixteen months of community engagement, policy development, and regulatory drafting — and it needs to be managed as carefully as any other phase of the work. Place Foundry and Aaron Szeto are present at every hearing. Every presentation is prepared. Every question from a commissioner or a Village Board member has an answer ready. And when the Village Board votes yes — when Winnebago's Comprehensive Plan and UDO are officially adopted — that moment is not the finish line for us. It is the starting gun. The ribbon-cutting is still ahead.

5.1 Final Comprehensive Plan

Revised to incorporate all staff, commission, and public comment from Phase 4. User-friendly, visually compelling, print-ready PDF and editable source files. An interactive web-based version — StoryMap or equivalent — keeps the plan a living document long after adoption. All GIS data compiled during the planning process delivered to Village staff.

5.2 Final UDO

Fully revised and legally certified. Print-ready PDF and editable Word source files formatted for ongoing Village staff amendment. Graphics, tables, and clear section navigation throughout — a document staff can use daily, not interpret at every turn.

5.3 Adoption Ordinances

Adoption ordinance for the Comprehensive Plan and adoption ordinance for the UDO prepared and reviewed by Aaron Szeto. Both ordinances ready for introduction at the same Village Board meeting, or sequenced per Village preference and Illinois statutory requirements.

5.4 P&Z Commission Public Hearing — Comprehensive Plan

Project team presents the final draft Comprehensive

Plan at a duly noticed public hearing per Illinois statutory requirements. Final revisions prepared for Village Board consideration based on the hearing record. David Sidney presents.

5.5 P&Z Commission Public Hearing — UDO

Project team presents the final draft UDO at a duly noticed public hearing. Aaron Szeto present throughout to address legal questions from commissioners and the public.

5.6 Village Board Presentation & Adoption

Final Comprehensive Plan and UDO presented to the Village Board for consideration and adoption. Presentation materials prepared by Place Foundry. David Sidney and Aaron Szeto present.

5.7 Final Document Delivery

Comprehensive Plan: print-ready PDF, editable source files, GIS data, interactive web-based version. UDO: print-ready PDF, editable Word files for ongoing staff amendment. All engagement summaries, survey data, meeting records, and interim deliverables archived and delivered to the Village.

Key Deliverables – Phase 5

- Final Comprehensive Plan (PDF + editable source files + GIS data)
- Final UDO (PDF + editable Word files)
- Interactive Web-Based Comprehensive Plan
- Adoption Ordinances – Comprehensive Plan and UDO (Sosnowski Szeto)
- Planning & Zoning Commission Hearing Summaries
- Village Board Presentation Materials
- Complete project archive – all engagement summaries, survey data, and interim deliverables

SECTION 3

Project Timeline & Budget



3.1 Project Timeline

The following schedule spans sixteen months from Notice to Proceed, estimated at July 2026 based on the RFP's Village Board selection date of June 3, 2026. The Comprehensive Plan and UDO tracks run in parallel throughout — both begin in Phase 1 and reach every major milestone together.

The schedule below reflects Place Foundry's recommended pace for a focused, well-managed engagement. At kickoff, the project team and Village Administrator will confirm specific milestone dates based on Village Board and Planning and Zoning Commission meeting calendars, staff availability, and any priorities that have shifted between proposal submission and Notice to Proceed. Place Foundry builds schedule flexibility into every engagement — if a review cycle takes longer than expected or a public meeting surfaces issues requiring additional work, we adjust without compromising the quality of either document.

PROJECT SCHEDULE VILLAGE OF WINNEBAGO COMPREHENSIVE PLAN & UDO

July 2026 - October 2027

	PHASE 1 — FOUNDATION		PHASE 2 — ENGAGEMENT			PHASE 3 — FRAMEWORK	
TASK / DELIVERABLE	Jul '26	Aug '26	Sep '26	Oct '26	Nov '26	Dec '26	Jan '27
PHASE 1 — KICKOFF & EXISTING CONDITIONS							
Kickoff meeting & study area tour							
Infrastrure data review (Gronewold + Ziegler)							
Existing Conditions Memo							
UDO Evaluation & Improvement Memo (PF + Szeto)							
Priority Amendment Memo (Aaron Szeto)							
Steering Committee Meeting #1							
P&Z Commission Presentation #1							
PHASE 2 — PUBLIC & STAKEHOLDER ENGAGEMENT							
Project website + online survey							
Visual Preference Survey							
History Night / Kids Art Content / Ag Roundtable							
Youth Engagement Session							
Stakeholder Interviews (up to 8)							
Community Visioning Workshop - Public Meeting #1							
Business Community Workshop							
PHASE 3 — VISION, GOALS & KEY RECOMMENDATIONS							
Vision Statement & Goals							
Key Recommendations Memo + Draft FLUM							
UDO Framework Document (PF + Sosnowski Szeto)							
Steering Committee Meeting #2							
P&Z Commission Presentation #2							
Village Board Briefing #1							

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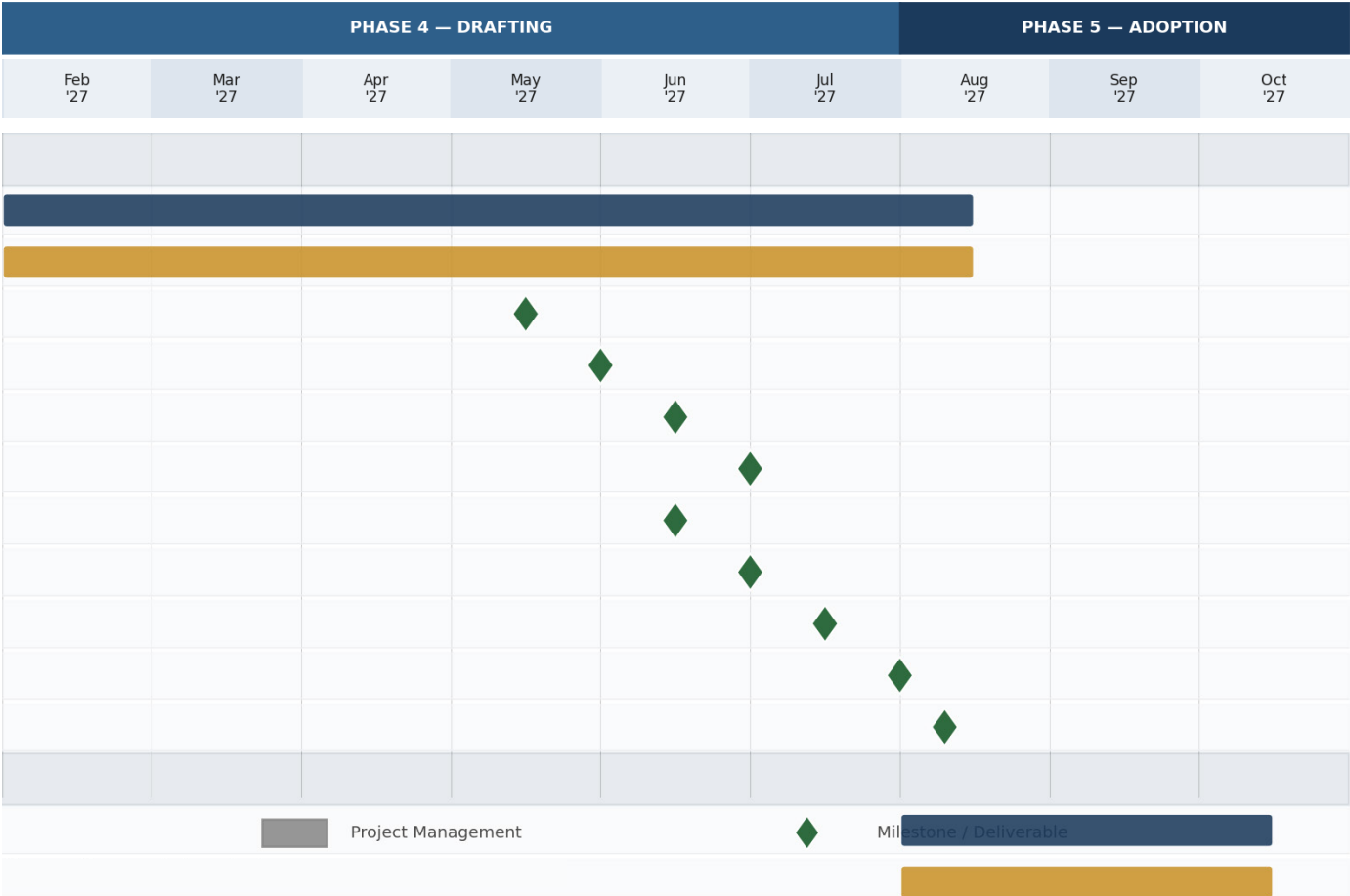
PROJECT SCHEDULE CONTINUED

VILLAGE OF WINNEBAGO COMPREHENSIVE PLAN & UDO

July 2026 - October 2027

		PHASE 1 — FOUNDATION		PHASE 2 — ENGAGEMENT			PHASE 3 — FRAMEWORK	
TASK / DELIVERABLE		Jul '26	Aug '26	Sep '26	Oct '26	Nov '26	Dec '26	Jan '27
PHASE 4 — DRAFT COMPREHENSIVE PLAN & DRAFT UDO								
Draft Comp Plan - all chapters								
Draft UDO - all articles (PF+Aaron Szeto)								
50% Draft Delivery & Staff Review								
Steering Committee Meeting #3								
Public Meeting #2 - Draft Comp Plan								
P&Z Workshop #1 - Draft Comp Plan								
Public Meeting #3 - Draft UDO								
P&Z Workshop #2 - Draft UDO								
Village Board Briefing #2								
90% Draft + Legal Review (Sosnowski Szeto)								
Steering Committee Meeting #4								
PHASE 5 — FINAL DOCUMENTS & ADOPTION								
Final Comp Plan Production		LEGEND:		Comprehensive Plan			UDO	
Final UDO Production (PF + Sosnowski Szeto)								
Adoption Ordinances (Aaron Szeto)								
P&Z Public Hearing - Comp Plan								
P&Z Public Hearing - UDO								
Village Board Presentation & Adoption								

Schedule subject to refinement at kickoff based on Village Board and Planning & Zoning Commission calendar.



3.2: Cost Proposal

Place Foundry proposes a not-to-exceed fee of **\$130,000** for the combined Comprehensive Plan and UDO update, including all professional services for Phases 1 through 5, all community engagement, legal counsel through Sosnowski Szeto, and infrastructure analysis through Fehr Graham. No reimbursable expenses are billed separately. All sub-consultant services are included in the not-to-exceed total.

PROJECT BUDGET BY PHASE

Phase	Fee
Phase 1 — Kick-Off & Existing Conditions	\$16,000
Phase 2 — Public & Stakeholder Engagement	\$14,000
Phase 3 — Vision, Goals & Key Recommendations	\$15,000
Phase 4 — Draft Comprehensive Plan & Draft UDO	\$66,000
Phase 5 — Final Documents & Adoption	\$19,000
Total Not-to-Exceed Amount	\$130,000

HOURLY RATES

Position	Title/Firm	Hourly Rate
David Sidney	Managing Principal — Place Foundry PLLC	\$145/hr
Jeff Macke, PE, CFM	Place Director — Place Foundry PLLC	\$135/hr
Mark Schaer	Place Strategist — Place Foundry PLLC	\$125/hr
Shawn Ager	Place Analyst — Place Foundry PLLC	\$115/hr
Michelle Sidney	Creative Director — Place Foundry PLLC	\$115/hr

The completed RFP Exhibit A Pricing Sheet is included as Appendix A.

SECTION 4

References & Testimonials

The four references below represent engagements where Place Foundry delivered work directly comparable to what Winnebago's RFP requires. Every reference listed is active or recently completed. Every contact has been notified that they may be called.

REFERENCE 1 CITY OF DANVILLE, ILLINOIS

Project: Danville 2050 Comprehensive Plan + Lynch Road Corridor Market & Development Analysis

Scope: Comprehensive plan with economic development component, annexation strategy, TIF district feasibility framework, corridor redevelopment analysis

Timeline: October 2024–Present (Comprehensive Plan) / December 2023–April 2024 (Lynch Road)

Place Foundry Lead: Jeff Macke, Project Manager

Contact: Logan Cronk, Community Development Administrator

Phone: 217-431-2286

Email: lcronk@cityofdanville.org

Logan Cronk can speak to Jeff Macke's project management, Place Foundry's delivery discipline, and how the team integrates economic development strategy and annexation analysis into a comprehensive planning process. The Danville engagement is the most direct analog to what Winnebago needs – a comp plan that reaches into the financial feasibility and regulatory frameworks that determine whether the plan's recommendations actually get built.

REFERENCE 2 VILLAGE OF CHERRY VALLEY, ILLINOIS

Project: Cherry Valley Crossings I-39/CherryVale Corridor Plan + Village-Wide Comprehensive Plan

Scope: Highway corridor vision plan, TIF/BDD funding mechanism, economic development strategy, comprehensive plan integrating corridor blueprint into adopted policy

Timeline: 2023–Present

Place Foundry Lead: David Sidney / Mark Schaar

Contact: Jim Claeysen, Village Administrator

Phone: 815-332-1270

Email: JClaeysen@cherryvalley.org

Jim Claeysen can speak to how Place Foundry manages a complex economic development planning engagement – from corridor vision through TIF framework development to adopted comprehensive plan policy. The Cherry Valley work is the direct precedent for Winnebago Corners: a Route 20 equivalent corridor with fragmented ownership, highway setback constraints, and a community that needed both a vision and a financial mechanism to make it real.

REFERENCE 3 VILLAGE OF ROSCOE, ILLINOIS

Project: Main Street District Plan + I-90/Rockton Road Corridor Development Feasibility Study

Scope: Downtown revitalization blueprint, two new zoning districts with design guidelines, phased implementation strategy, highway corridor development feasibility

Timeline: 2023–Present

Place Foundry Lead: David Sidney (Main Street District) / Jeff Macke (I-90 Corridor)

Contact: Carol Gustafson, Village President

Phone: 815-623-2829

Email: cgustafson@villageofroscoe.com

Carol Gustafson can speak to Place Foundry's work on both a downtown district plan and a highway corridor feasibility study — the two components most directly relevant to Winnebago's downtown element and Route 20 strategy. The Roscoe Main Street District Plan is the clearest existing example of Place Foundry creating the kind of downtown zoning district and design standards framework that Winnebago's RFP explicitly requires.

REFERENCE 4 CITY OF LOVES PARK, ILLINOIS

Project: Riverside Commons District Plan — Placemaking in the Parks

Scope: District placemaking strategy, marketplace research, land use scenarios, stakeholder engagement, implementation work group facilitation

Timeline: August 2022–Present

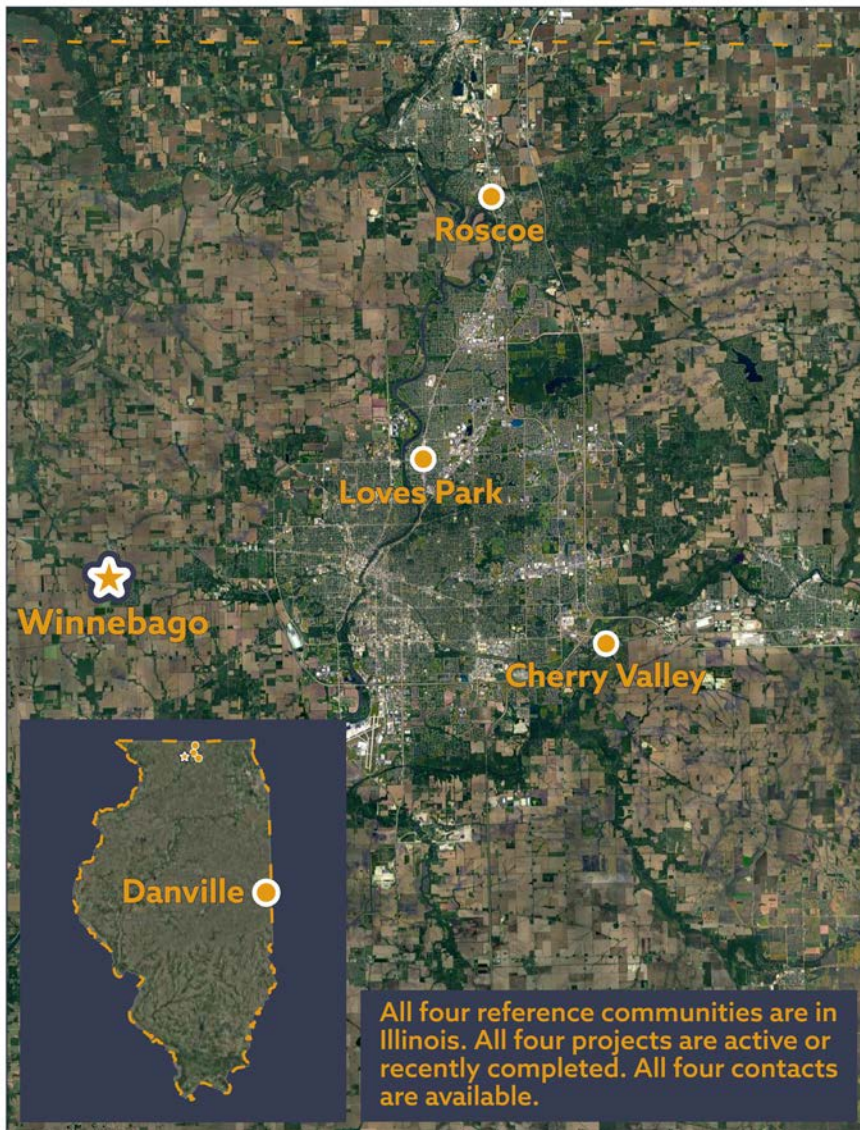
Place Foundry Lead: David Sidney

Contact: Nathan Bruck, Economic Development/Planning Manager

Phone: 815-491-8963

Email: NathanBruck@CityofLovesPark.com

Nathan Bruck can speak to Place Foundry's long-term implementation partnership model — this engagement has been active for over three years because Place Foundry stays with the work until something gets built, not until the document gets adopted. For Winnebago, whose Strategic Plan emphasized implementation and whose community wants to see results — not just plans — Nathan's perspective on how Place Foundry operates after adoption is directly relevant.



A NOTE ON HOW WE WORK

Place Foundry does not consider a project finished when the Village Board votes yes. The references listed are not historical relationships — they are active partnerships. Logan Cronk, Jim Claeysen, Carol Gustafson, and Nathan Bruck are not former clients. They are current clients who can describe, in real time, what it is like to work with this team.

That is the standard we bring to Winnebago. The Comprehensive Plan and UDO this engagement produces will be documents the Village uses for fifteen to twenty years. The relationship this engagement builds should last at least as long.

APPENDIX

Required Forms

EXHIBIT A — PROPOSAL PRICING

EXHIBIT A**PROPOSAL PRICING**

The following Proposal Pricing Sheet must be completed and returned with the submitted full proposal.

All costs shall be not-to-exceed and shall include all labor, materials, travel, meetings, public engagement activities, document preparation, and other expenses necessary to complete the work as described in the Request for Proposals.

OPTION 1 – COMPREHENSIVE PLAN UPDATE ONLY

Total Not-to-Exceed Cost for Comprehensive Plan Update: \$ _____

OPTION 2 – UNIFIED DEVELOPMENT ORDINANCE UPDATE ONLY

Total Not-to-Exceed Cost for Unified Development Ordinance Update: \$ _____

OPTION 3 – COMBINED COMPREHENSIVE PLAN & UDO UPDATE

Total Not-to-Exceed Cost for Combined Comprehensive Plan and Unified Development Ordinance Update:

\$ \$130,000

COST BREAKDOWN (FOR COMBINED OPTION ONLY)

For informational purposes, please identify how the combined cost is allocated:

- Comprehensive Plan Portion: \$ 79,000
- UDO Plan Portion: \$ \$51,000

(Total must equal the combined cost listed above.)

PROPOSER:

Place Foundry PLLC

Address:

[Insert Name of Company]

1700 N. Alpine Road,

Ste 101

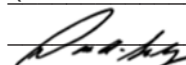
Rockford, IL 61107

Illinois

State of Incorporation or Organization:

(Certified Professional Design Firm)

Signature:



Name of Person Signing:

David A. Sidney

Title of Person Signing:

Managing Principal

Dated Signed:

April 9, 2026

PLACE
foundry

Place Foundry PLLC
1700 N Alpine Rd.,
Suite 101
Rockford, IL 61107

General Conditions to Agreement for Professional Services

Services	Place Foundry PLLC (Consultant) agrees to perform professional services as described in the accompanying Scope of Work in a manner consistent with the level of care and skill ordinarily exercised by members of the profession. No warranty beyond accepted professional standards is expressed or implied.
Scope Changes	Services are limited to those described in the Scope of Work. Changes require a written amendment executed by both parties. On time-and-material engagements, Place Foundry will notify Client before costs exceed the estimate by more than 20%.
Payment	Invoices are due Net 30. A service charge of 1.5%/month (18% APR) applies to balances unpaid after 30 days. Invoices unpaid after 60 days constitute material default, entitling Place Foundry to suspend services and recover costs. Client is responsible for attorney fees and collection costs if legal action is required.
Expenses	Reimbursable expenses (messenger, large-format printing, out-of-MSA travel, third-party data) are billed at cost plus 15%. Travel time outside the Rockford, IL MSA is billed at Place Foundry's standard hourly rate.
Confidentiality	Both parties agree to maintain confidentiality of non-public information for three (3) years following termination. Municipal clients acknowledge FOIA disclosure obligations under Illinois law.
Work Product	Instruments of Service remain the intellectual property of Place Foundry. Upon full payment, Client receives a non-exclusive license for the described project. Unauthorized reuse is at Client's sole risk. Place Foundry may use project images and outcomes for portfolio and marketing purposes.
Insurance	Place Foundry maintains Professional Liability (E&O), Commercial General Liability (\$1M/\$2M aggregate), and Workers' Compensation coverage. Certificates provided upon written request.
Termination	Either party may terminate upon fifteen (15) days written notice for material default. Place Foundry shall be compensated for all services and reimbursable expenses incurred through the termination date, plus a 15% administrative markup on reimbursables.
Disputes	Disputes shall first be addressed by good-faith negotiation (15 days), then non-binding mediation (costs shared equally), before either party may pursue litigation.
Governing Law	This Agreement is governed by the laws of the State of Illinois. Any legal action shall be submitted to the Circuit Court of Winnebago County, Illinois. The prevailing party in any legal action is entitled to recover reasonable attorney fees and court costs.

General	This Agreement is non-transferable. Neither party may assign obligations without prior written consent. Invalid provisions shall be severed without affecting the remainder. This Agreement, with the accompanying Scope of Work and any amendments, constitutes the entire agreement between the parties.
Indemnification	Each party agrees to indemnify and hold the other harmless from claims caused by that party's own acts, errors, or omissions. The Client, as a unit of local government, is subject to the Illinois Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/). Place Foundry's liability is proportionate to its degree of fault; no fixed dollar cap applies.
Compliance	Place Foundry agrees to comply with all applicable federal and state laws including equal opportunity requirements, the Illinois Human Rights Act, and the Illinois State Officials and Employees Ethics Act (5 ILCS 430/). Place Foundry certifies it has not been debarred or suspended from participation in federal or state programs.

AGREEMENT ACCEPTANCE

By signing below, both parties agree to be bound by these General Conditions and the accompanying Scope of Work. Additionally, I/we, the undersigned, authorize Place Foundry PLLC to provide the defined services for a lump sum not to exceed \$ 130,000.

CLIENT: Village of Winnebago, IL

CONSULTANT: Place Foundry PLLC

Signature / Date	Signature / Date
Joseph Dienberg, MPA Village Administrator	David A. Sidney Managing Principal



Agenda Item Executive Summary

Item Name An Ordinance Amending Article III of Ordinance No. 2018-13 Regarding the Location of Swimming Pools Committee or Board Board

BUDGET IMPACT

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

EXECUTIVE SUMMARY

The attached ordinance amends Article III, Section C.1 of Ordinance No. 2018-13 regarding the permitted location of residential swimming pools within the Village. The current ordinance prohibits swimming pools from encroaching into required front or side yards. The proposed amendment removes the prohibition on pools being located within required side yards while maintaining the existing setback requirements of six (6) feet from rear and side property lines and ten (10) feet from street property lines.

This amendment is intended to provide greater flexibility for residential property owners when locating swimming pools while continuing to ensure adequate setbacks for safety, maintenance access, and compatibility with neighboring properties.

ATTACHMENTS (PLEASE LIST)

Draft Ordinance, Ordinance No. 2018-13 (Current Landscape Ordinance)

ACTION REQUESTED

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

MOTION: I MOVE TO APPROVE ORDINANCE 2026-__, AN ORDINANCE AMENDING ARTICLE III OF ORDINANCE NO. 2018-13 REGARDING THE LOCATION OF SWIMMING POOLS

Staff: Joseph Dienberg, Village Administrator Date: 6/3/2026

ORDINANCE NO. 2026-__

AN ORDINANCE AMENDING ARTICLE III OF ORDINANCE NO. 2018-13 REGARDING THE LOCATION OF SWIMMING POOLS

WHEREAS, the Village of Winnebago previously adopted Ordinance No. 2018-13 regulating residential landscaping, swimming pools, fences, and related matters; and

WHEREAS, the Village Board has determined that the current restriction prohibiting swimming pools within required side yards creates unnecessary limitations on residential properties; and

WHEREAS, the Village Board finds that allowing swimming pools within side yards, while maintaining minimum setback requirements from property lines and streets, is consistent with the public health, safety, and welfare of the Village;

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

SECTION I: AMMENDMENT

Article III, Section C.1 entitled “Location” of Ordinance No. 2018-13 shall be amended to read as follows: “1. LOCATION. No swimming pool shall encroach on any front yard required by the governing subdivision and zoning ordinances. A wall of a swimming pool shall not be located less than six (6) feet from any rear or side property line or ten (10) feet from any street property line.”

SECTION II: EFFECT ON PRIOR ORDINANCES

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION III: SEVERABILITY

If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions of this Ordinance.

SECTION IV: EFFECTIVE DATE

This ordinance shall be in full force and effect from and after its passage, approval, and publication as provided by law

APPROVED:

Franklin J. Eubank, Jr., President of the Board of Trustees
of the Village of Winnebago, Illinois

ATTEST:

Sally Jo Huggins, Village Clerk

PASSED: _____

APPROVED: _____

**PUBLISHED IN
PAMPHLET FORM:** _____

ORDINANCE NO. 2018- 13

**AN ORDINANCE REVOKING, REPLACING, AND SUPERSEDING
RESIDENTIAL LANDSCAPE ORDINANCE (NO. 00-06)
AND
AMENDING
PUBLIC HEALTH REGULATIONS ORDINANCE (NO. 308)**

WHEREAS, the Village of Winnebago Board of Trustees on July 10, 2000, previously passed Ordinance No. 00-06 titled as the Residential Landscape Ordinance; and

WHEREAS, prior thereto on May 2, 1958, the Village Board of Trustees passed Ordinance No. 308 dealing with regulations for the protection and preservation of the public health and safety of the citizenry of the Village of Winnebago, IL, and

WHEREAS, with the passage of time there have been changes in circumstances which make it prudent, and in the best interest of the citizens of the Village of Winnebago to change and add to certain of the provisions in the Residential Landscape Ordinance (No. 00-06), and to amend certain provisions of the public health protection and preservation ordinance (No. 308); and

WHEREAS, to avoid confusion it is best to revoke, replace, and supersede Ordinance No. 00-06 with this instant new ordinance, and to amend provisions of Ordinance No. 308 by this new ordinance.

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

SECTION 1

The Residential Landscape Ordinance previously passed as Ordinance No. 00-06 on

July 10, 2000, shall be, and hereby is, revoked and superseded and replaced with the following language:

ARTICLE I
OBNOXIOUS WEEDS, BUSHES, AND HEAVY UNDERGROWTH

- A. **VIOLATION.** It shall be unlawful for any person, firm, or corporation owning, leasing, occupying, or controlling any premises or plot of ground, including the area abutting any public streets, alleyways, roads or other rights of way commonly referred to as parkways, to permit the growth upon it of any obnoxious weeds, bushes, and heavy undergrowth which serve as a breeding place for mosquitoes and other insects and rodents. Such obnoxious weeds, bushes, and heavy undergrowth are defined as any of those which at any time exceed 10 inches in height. Such obnoxious weeds, bushes, and heavy undergrowth are hereby declared to be a public nuisance. All such obnoxious weed, bushes, and heavy undergrowth shall be pulled, cut, and destroyed by any person, firm, or corporation owning, leasing, occupying, or controlling the premises or plot of ground whenever the grass has reached a height of 8 inches.
- B. **REMOVAL BY VILLAGE.** Whenever any person, firm, or corporation owning, leasing, occupying, or controlling any premises or plot of ground, including the associated park ways or right of ways abutting those properties and located within the Village, refuses or neglects to cut, pull, or otherwise destroy the obnoxious weeds, bushes, or heavy undergrowth, after notice is provided in the manner prescribed in Article VII hereinbelow, the Public Works Department, or its designee, shall proceed to pull, cut, or otherwise destroy the obnoxious weeds, bushes, or heavy undergrowth. A fee of Two hundred and 00/100 dollars

(\$200.00) per residential lot up to one (1) acre, plus an additional Two hundred and 00/100 dollars (\$200.00) for each additional residential acre or part thereof, or a cost of Three hundred and 00/100 dollars (\$300.00) for up to a one (1) acre commercial lot, plus an additional Two hundred dollars (\$200.00) for each additional acre or part thereof of a commercial lot, shall be charged for pulling, cutting, or destroying the obnoxious weeds, bushes or heavy undergrowth, and collected from the person, firm, or corporation owning, leasing, occupying, or controlling the premises or plot of ground. Such expense shall be charged to and paid by the owner or occupant and shall be collected by the Village by suit or otherwise. The above charges shall be in addition to the fines and penalties imposed for violation as set forth in Article VI hereinbelow.

- C. **NOTICE OF LIEN.** The Village of Winnebago within thirty (30) days after the costs and expenses of pulling, cutting, or destroying obnoxious weeds, bushes, or heavy undergrowth is incurred shall file notice of a lien in the Office of the Recorder of Deeds of Winnebago County if the invoice is not paid. Said notice shall consist of a sworn statement setting out the description of the premises or plot of ground, the amount of money representing the costs and expenses incurred, and the date or dates when said costs or expenses were incurred by the Village of Winnebago.

ARTICLE II **SHRUBS AND TREES**

- A. **GENERAL MAINTENANCE STANDARDS.** Every property owner must maintain the trees and shrubs, and any other vegetation, on his or her property and

on the parkways abutting his or her property in a safe and healthy manner; must keep trees and shrubs , and any other vegetation, properly watered, trimmed, pruned, sprayed, treated, and preserved so as to avoid disease, insect infestation, or other conditions detrimental to such trees and to avoid hazards to persons, property, and other vegetation; and must remove trees and shrubs, and any other vegetation, on her or his property that are so unsafe, unhealthy, diseased, or insect-infested as to constitute a hazard to persons, property, or other vegetation.

B. TREES NOT TO BE PLANTED AS PRIVATE TREES. No person, businesses, organization, corporation, etc., shall plant any of the following trees as private trees:

- (a) Aspen
- (b) Black locust
- (c) Box elder
- (d) Catalpa
- (e) Elms (all varieties)
- (f) Cottonwood
- (g) Poplar
- (h) Soft (silver) maple
- (i) Tree of heaven (Ailanthus)
- (j) Willows

C. REMOVAL OF DISEASED, DEAD, AND DANGEROUS TREES.

1. Obstructions and Other Dangerous Conditions. Every owner or occupant of any house, building, lot, or premises in the Village, whether such owner or occupant is a business, corporation, organization, or individual person, must keep trees, shrubs, vines, and other vegetation located on her or his property trimmed and maintained so as to prevent the following and/or has a duty to remove the following:

(a) Any tree that is diseased, dead, dangerous, or likely to fall or that is otherwise so unsafe, unhealthy, or insect infected as to constitute a hazard to persons, property, or other vegetation;

(b) The obstruction of any street, pedestrian path, or designated Village path to any extent that interferes with free passage and clear view along such streets and paths and at any street or driveway intersection;

(c) The obstruction of any sewer, drainage way, or septic field;

(d) The dangerous proximity of any tree or other vegetation to public utility lines; or

(e) Any tree of a type prohibited by the terms of this ordinance..

2. Notice of Violation. If a tree or other vegetation has not been trimmed or cut as required by this ordinance, then the Village Building Official, or designee, must cause a written notice of violation to be issued as follows:

(a) The notice must be served personally or sent by certified mail to the person to whom was sent the last preceding general tax bill for the property on which the subject tree or trees are located, and a copy of the notice must be mailed to the occupant of such property.

(b) The notice must identify, in general, the affected tree or trees, or other vegetation, and the violation or violations. The notice also must state that the violation or violations must be cured within thirty (30) days after the date of delivery or mailing shown on the notice and that, thereafter, the Village may issue a citation and may itself undertake all action necessary to cure the violation or violations.

3. Village Action if Violation Not Cured; Costs and Expenses. If the owner of the property has not cured all violations stated in the notice within thirty (30) days after the date shown on the notice, then the Village, with its own forces or forces hired by the Village, may take all necessary actions to cause the violation or violations to be cured. The Village will assess all direct and indirect costs expenses incurred in connection therewith, including the costs of collection, against the property owner. If those costs and expenses are not paid by the property owner within thirty (30) days after receipt of a written invoice, then the Village may place a lien on the subject property and perfect that lien in the manner provided by law.

4. Inspections. The Village Building Official, or designee, may cause inspections and surveys to be conducted as necessary to determine the existence, nature, and extent of violations of this section, and the Village Building Official, or designee, will report the results of such inspections and surveys to the Village President, or designee.

5. Appeal. See the provisions of Article VII below for the appeal procedure.

**D. DEAD OR DISEASED SHRUBS AND TREES DECLARED
NUISANCE.**

Dead trees, tree branches, or dead bushes and shrubs, or other plants or parts thereof, as well as diseased plants of any type which threaten to spread disease to other plants or animals or harbor rodents or pests, or other vegetation located on private property that is maintained in violation of any of the foregoing

standards, are hereby declared to be a nuisance, unlawful, and subject to the penalty and removal and or remediation costs referenced herein.

ARTICLE III **SWIMMING POOLS**

- A. **PURPOSE.** The provisions of this section shall control the design of barriers for residential swimming pool, spas, and hot tubs. These design controls are intended to provide protection against potential drownings and near drownings by restricting access to swimming pools, spas, and hot tubs.
- B. **DEFINITIONS.** For the purposes of this article, the terms used shall be defined as follows:
1. **ABOVE-GROUND/ON-GROUND POOL:** See definition of swimming pool.
 2. **BARRIER:** A fence, a wall, a building wall or a combination thereof which completely surrounds the swimming pool and obstructs access to the swimming pool.
 3. **HOT TUB:** see definition of swimming pool.
 4. **IN-GROUND POOL:** see definition of swimming pool.
 5. **RESIDENTIAL:** That which is situated on the premises of a detached one-or-two-family dwelling or a one-family townhouse not more than three stories in height.
 6. **SPA, NONPORTABLE:** See definition of swimming pool.
 7. **SPA, PORTABLE:** A nonpermanent structure intended for recreational bathing, in which all controls, water-heating, and water-circulating equipment are an integral part of the product and which is cord-connected (not permanently electrically wired).
 8. **SWIMMING POOL:** Any structure intended for swimming or recreational bathing that contains water over 24 inches deep. This includes in-ground, above-ground, and on-ground swimming pools, hot tubs, and spas.

9. **SWIMMING POOL, INDOOR:** A swimming pool which is totally contained within a structure and surrounded on all four sides by walls of said structure.
10. **SWIMMING POOL, OUTDOOR:** Any swimming pool which is not an indoor pool.

C. LOCATION AND STRUCTURAL DESIGN.

1. **LOCATION.** No swimming pool shall encroach on any front or side yard required by the governing subdivision and zoning ordinances. A wall of a swimming pool shall not be located less than 6 feet from any rear or side property line or 10 feet from any street property line.
2. **STRUCTURAL DESIGN.** The pool structure shall be engineered and designed to withstand the expected forces to which the pool will be subjected.
3. **WALL SLOPES.** To a depth up to 2 feet 9 inches from the top, the wall slope shall not be more than one unit horizontal in five units vertical. (1:5)
4. **FLOOR SLOPES.** The slope of the floor on the shallow side of the transition point shall not exceed one unit vertical to seven units horizontal (1:7). The transition point between shallow and deep water shall not be more than 5 feet.
5. **SURFACE CLEANING.** All swimming pools shall be provided with a recirculating skimming device or overflow gutters to remove scum and foreign matter from the surface of the water. Where skimmers are used for private pools, there shall be at least one skimming device for each 1,000 square feet. Overflow gutters shall not be less than 3 inches deep and shall be pitched to a slope of one unit vertical to 48 units horizontal (1:48) toward drains, and constructed so that such gutters are safe, cleanable, and that matter entering the gutters will not be washed out by a sudden surge of entering water.
6. **STEPS AND LADDERS.** At least one means of egress shall be provided from private pools. Treads of steps and ladders shall have slip-resistant surfaces and handrails on both sides, except that handrails are not required where there are not more than four steps or where the steps extend the full width of the side or end of the

pool. Treads and risers of the pool steps shall conform to the following:

- (a) Step treads shall have a minimum unobstructed horizontal depth of 10 inches and a minimum unobstructed surface area of 240 square inches.
- (b) Risers shall have a maximum uniform height of 12 inches as measured at the centerline of the tread. The height of the bottom riser shall not vary more than plus or minus 2 inches from the uniform riser height.

- D. **WATER SUPPLY.** The swimming pool owner shall be responsible for providing the swimming pool with a potable water supply, free of cross-connections with the pool or its equipment. Private swimming pools shall be designed and installed so that there is a pool water turnover at least once every 18 hours. Filters shall not filter water at a rate in excess of 5 gallons per minute per square foot of surface area. The pool owner shall be responsible for being instructed in the care and maintenance of the pool by the supplier or builder, including treatment with high-test calcium hypochlorite (dry chlorine), sodium hypochlorite (liquid chlorine), or equally effective germicide and algacide, and the importance of proper pH (alkalinity and acidity) control.

The swimming pool and equipment shall be equipped to be emptied completely of water, and the discharged water shall be disposed of in an approved manner that will not create a nuisance to adjoining property.

- E. **APPURTENANT STRUCTURES AND ACCESSORIES.** All appurtenant structures, installations, and equipment, such as showers, dressing rooms, equipment houses, or other buildings and structures, including, but not limited to, plumbing, heating, and air conditioning systems, shall comply with all applicable

codes and ordinances. All swimming pool accessories shall be designed, constructed, and installed so as not to be a safety hazard. Installations or structures for diving purposes shall be properly anchored to ensure stability.

F. ENCLOSURES FOR PRIVATE SWIMMING POOL, SPAS, AND HOT

TUBS. An outdoor private swimming pool, including an in-ground, above-ground, or on-ground pool, hot tub, or spa shall be provided with a barrier which shall comply with the following:

1. A wall or fence enclosure of four (4) feet minimum height shall be constructed to completely enclose the pool area for all swimming pools built below the ground level and those swimming pools built above ground level of less than four (4) feet in height, as well as all hot tubs and spas. These fences shall be equipped with self-closing and self-latching devices placed in such a manner as to be an effective barrier to small children. Openings in the barrier shall not allow passage of a sphere four (4) inches in diameter or larger.
2. All above ground swimming pools of four (4) feet height or more need not have an additional fence or a wall enclosure. Each of these pools, however, shall have retractable ladders installed in such a way as to be an effective barrier to small children. It shall be the responsibility of the owners, tenants, or agents of said pools to enforce to provisions of this section and to see that said retractable ladders are effective barriers to small children.

G. LOCATION PERMIT REQUIRED. Prior to the commencement of any construction or installation of a swimming pool, a location permit shall be secured from the Village Building Official. The fee for a location permit shall be the same as for other types of construction in the Village, but in no instance shall the fee for the permit be less than Fifty and 00/100 dollars (\$50.00).

H. LIABILITY OF AGENT OR TENANT FOR VIOLATION. Any person in possession of the property, either as agent or tenant in any manner or form, shall

be equally liable with the owners of said property for the violation of this ordinance.

ARTICLE IV **FENCES AND WALLS**

A. **LOCATION.** All boundary line fences shall be located entirely within the private property of the person, firm, or corporation constructing or causing construction of such fence.

B. **INSTALLATION AND MAINTENANCE.**

1. Every new fence installation shall require a permit. The permit application must be filed with the Village office and the permit paid for before installation begins. **Amount for permit**
2. Every fence shall be constructed in a professional and workmanlike manner, and of substantial material reasonably suitable for the purpose for which the fence is proposed to be used. The materials and design shall also be compatible with other structures in the area in which the fence is located and shall not cause blight or a negative impact.
3. Every fence shall be maintained in a condition of reasonable repair and shall not be allowed to become and remain in a condition of disrepair or danger, or constitute a nuisance, public or private. Any such fence which is or has become dangerous to the public safety, health, or welfare is a public nuisance, and the Village shall commence proper proceedings for the abatement thereof.
4. All posts or similar instruments used in the construction of fences shall be faced inward toward the property being fenced.

C. **ACCESS.** All fences shall be provided with a gate which affords reasonable and convenient access for public safety.

D. **FENCES PROHIBITED.** Barbed wire fences and electric fences shall be prohibited within the Village except within District 6 – Agricultural and District 7 – Limited Agricultural when related to farming, and hobby farms.

E. EASEMENTS – PUBLIC & PRIVATE.

1. **UTILITY AND DRAINAGE EASEMENT.** Fences may be constructed within public and private utility and drainage easements provided that:
 - a. The fence and its design is approved by the Village Engineer.
 - b. Removal of the fence or a portion thereof for the purpose of utilizing the easement shall be at the property owner’s expense.
2. **MAINTENANCE.** The Village may require a property owner to secure an easement from an abutting property owner for the necessary maintenance of a proposed fence if such structure is located within two (2) feet of the property line, which easement shall be in substantially the following form:

Fence Easement Agreement

Village of Winnebago

This agreement is entered into by and between, _____

And _____

And _____ And _____

And _____

_____	_____
Property owner signature	Legal description of property lot, block & development

_____	_____
Property owner signature	Legal description of property lot, block & development

_____	_____
Property owner signature	Legal description of property lot, block & development

_____	_____
Property owner signature	Legal description of property lot, block & development

The above property owners agree to allow an easement for a fence to be placed closer to the property line than three (3) feet. The property owners also agree to allow the property owner to continue necessary maintenance of the fence and allow them an easement for the maintenance of the fence, which may include trespassing onto the adjacent property.

The fence will be constructed _____ feet from the property line.

A site plan of the property and location of the fence is attached and part of this agreement. The fence will be constructed of _____

And will be _____ feet high.

In the event of any dispute or legal action between the parties concerning the enforcement or interpretation of this agreement each party shall be responsible for their own attorney's fees.

This Agreement is entered into on the _____ day of _____, 20 _____

In the Village of Winnebago, County of Winnebago, State of Illinois.

I hereby certify that I have witnessed the signatures on this document and have verified their names and addresses.

Notary Signature _____ Notary Seal:

Date _____

F. **RESIDENTIAL DISTRICT FENCES.** All residential district fences shall be placed within the property being fenced.

1. **CORNER LOTS.** No fence, wall or planting shall rise over three (3) feet in height above the street curb level within **twenty (20) feet of any street right-of-way corner**, so as to interfere with traffic visibility.
2. **RESIDENTIAL DISTRICT - SIDE YARD.** No fence or wall, other than a retaining wall, along a side lot line in a residential district, shall be higher than six (6) feet unless the adjoining lot is not in the residential district.

Pursuant to the Zoning Ordinance the distance should be 30 feet

3. **RESIDENTIAL DISTRICT – REAR YARD.** Fences having a height of six (6) feet or less may be located within the required rear yard in any residential district.
- G. **NON-RESIDENTIAL DISTRICTS – FENCES AND WALLS.** Required walls or fences used as screens between a residential district and a non-residential district shall be of not less than 90% opacity and not less than five (5), nor more than seven (7) feet in height above the level of the residential district boundary. The height regulations shall not apply to screens of parking and loading areas.
- H. **PLANTINGS.** Screen plantings may be substituted for walls or fences, provided such plantings are of such type as to permit a minimum of 90% opacity during all months of the year.
- I. **EXCEPTIONS.** Walls or fences of lesser or greater heights or planting screens of lesser opacity or otherwise not conforming with the subdivision may be permitted by the Zoning and Planning Board if there is a finding that the nature of the use being screened is such that a lesser or greater degree of screening will be adequately promote and protect the use and enjoyment of the properties within the adjacent residential district, or there is a finding that the screening of the type required by this article would interfere with the provisions of adequate amounts of light and air to the same said properties.

ARTICLE V

PUBLIC WAY OBSTRUCTIONS

- A. It shall be unlawful for any person to:
1. Cause, create, or maintain any unauthorized obstruction of any public street, driveway, curb, gutter, alley, parkway, sidewalk, drainage ditch, or other public way;

2. Deposit grass, leaves, yard waste, or snow from a private lot, private driveway, street, drainage ditch, or parking lot in a manner causing or creating obstruction of any other such private facilities or any public street, driveway, curb, gutter, alley, parkway, sidewalk, drainage ditch, or other public way; and
3. Obstruct any drain on any public street, alley, parkway, drainage ditch, or other property easement.

B. It shall be unlawful for any person to:

1. Plow or otherwise remove accumulated snow from a private parking lot and deposit the same on a Village street or right-of-way.
2. Plow snow from a private driveway and deposit same on a Village street in such a manner to decrease the drivable width of any such street;
3. Plow snow from a private driveway and deposit the same in such a manner as to block or decrease the useable width of other private driveway or to block a fire hydrant; and
4. Rake, blow, or otherwise deposit grass, leaves, or yard waste from private property onto a Village street or right-of-way.

ARTICLE VI **FINES AND PENALTIES**

Any person, firm, corporation or organization violating any provision of this ordinance shall be guilty of a petty offense and, upon conviction thereof, shall be punishable by a fine not to exceed Seven hundred fifty and 00/100 dollars (\$750.00). A person, firm, corporation, or organization shall be deemed guilty of a separate offense for each day during any portion of which a violation of this ordinance is committed, continued, or permitted by the person, firm, corporation, or organization and shall be punishable as herein provided.

nt
Officer,
Village
Building
Official, or
their
designee

ARTICLE VII
ENFORCEMENT, VARIANCES, AND APPEAL

A. NOTICE OF VIOLATION.

1. **The Village Building Official** shall be responsible for enforcement of this ordinance. The Village Building Official shall serve or cause to be served notice in writing upon the person, firm, or corporation owning, leasing, occupying, or controlling the premises or plot of ground to the last known address of that person, firm, or corporation deemed to be in violation of the ordinance. Such notice shall demand compliance with the requirements of this ordinance **within a reasonable period of time**. The failure to remedy the violation within the time period prescribed by the written notice shall constitute a violation of this ordinance.
2. Any person not in compliance with any required provision of this ordinance within a reasonable period of time after the above notice has been sent, shall be subject to the fines and penalties referenced in Article VI hereinabove, as well as the cost of any required removal or remediation as described above.
3. In addition to other remedies as specified in this ordinance, the Village may institute any appropriate action or proceeding to prevent, restrain, correct, or abate any violation of this ordinance, including such actions as may be necessary for the Village to recoup costs incurred and reasonable attorney fees in pursuance of the enforcement of this ordinance.

**Specific
amount of
time**

- B. VARIANCES.** Any applicant requesting a variance from any provision of this ordinance shall submit such a request according to the normal and established procedures of the Village Zoning Board, which entity shall decide by a majority vote whether the requested variance shall be granted or denied. An applicant who is dissatisfied with the decision of the Village Zoning Board may appeal the decision to the Village Board of Trustees according to the procedure stated hereinbelow.

C. APPEALS.

1. An appeal may be taken to the Board of Trustees from any order, requirements, decision or determination made by the Village Building Official or the Zoning Board in the enforcement of this ordinance, which appeal shall act as a stay of all proceedings in furtherance of the action appealed from until a final decision is made by the Village Board of Trustees. In order for a decision of the Village Zoning Board to be overridden by the Village Board of Trustees, a two- thirds (2/3) affirmative vote of the Village Board of Trustees shall be required.
2. All final decisions of the Village Board of Trustees under this section shall be subject to judicial review pursuant to the provisions of the Administrative Review Act covered by Illinois Compiled Statutes, Ch. 110 Section 5/3-101 et seq.

ARTICLE VIII **AMENDMENTS**

This ordinance may be amended in whole or in part by a simple majority vote of the members of the Village Board of Trustees.

ARTICLE IX **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. If any section of this ordinance shall be found to be unconstitutional or otherwise unenforceable, all remaining sections shall remain in full force and effect.

SECTION 2

AMENDMENT OF ORDINANCE NO. 308 DATED MAY 2, 1958

Division 3 of Section I of Ordinance No. 308 is deleted in its entirety, and Division 4 of Article I of Ordinance No. 308 is deleted only insofar as it relates to the penalty for noxious weeds. These divisions shall be superseded and replaced by Section 1 Article 1, Sub-sections A,

B, and C above as contained in the instant ordinance. All other parts of said Ordinance No. 308 not in conflict herewith shall remain in full force and effect.

SECTION 3—EFFECTIVE DATE OF INSTANT ORDINANCE NO. 2018-

This Ordinance No. 2018- _____ shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as required by law. If any section of this ordinance shall be found to be unconstitutional or otherwise unenforceable, all remaining sections shall remain in full force and effect.

PASSED and adopted by the Village Board this day of _____, 2018.

APPROVED:

By: _____
Franklin J. Eubank, Jr., President of the
Village of Winnebago

ATTEST:

Sally Jo Huggins, Village Clerk

Ayes: _____

Nays: _____

Absent: _____

PASSED: _____

APPROVED: _____

**PUBLISHED IN
PAMPHLET FORM:** _____

RECORDED: _____



Agenda Item Executive Summary

Item Name A Resolution Approving a Proposal with Fehr Graham for a Water Rate Study Committee or Board Board

BUDGET IMPACT

Amount:	\$25,055	Budgeted:	25,000
List what fund:	Operations and Maintenance (51)		

EXECUTIVE SUMMARY

The Village issued a Request for Proposals ("RFP") for professional engineering services related to the completion of a comprehensive Water Rate Study to evaluate the long-term sustainability of the Village's water utility operations, debt obligations, capital improvement needs, and rate structures.

The Village received proposals from three engineering firms:

- Willett Hofmann & Associates: \$19,980
- Fehr Graham: \$25,055
- Baxter & Woodman: \$47,715

After review of the submitted proposals, staff is recommending approval of the Fehr Graham proposal dated May 6, 2026. While not the lowest cost proposal, Fehr Graham's existing knowledge of the Village's water system, prior experience completing the Village's 2021 Water User Rate Study, and ongoing role as Village Engineer provide significant advantages in efficiently completing the project and building upon the Village's prior planning efforts.

The proposed scope of services includes development of updated financial modeling, evaluation of alternative rate structures, neighboring community comparisons, capital planning analysis, and preparation of draft and final reports and presentations for the Village Board. The total proposed project cost is \$25,055.

ATTACHMENTS (PLEASE LIST)

Resolution, Proposal Dated May 27, 2026, Proposal Dated May 6, 2026

ACTION REQUESTED

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

MOTION: MOTION: I MOVE TO APPROVE RESOLUTION 2026-__R, A RESOLUTION APPROVING A PROPOSAL WITH FEHR GRAHAM FOR A WATER RATE STUDY

Staff: Joseph Dienberg, Village Administrator Date: 6/3/2026

RESOLUTION NO. 2026- __R**A RESOLUTION APPROVING A PROPOSAL WITH FEHR GRAHAM FOR A WATER RATE STUDY**

WHEREAS, the Village of Winnebago (“Village”) issued a Request for Proposals (“RFP”) for professional engineering services related to the completion of a comprehensive Water Rate Study to evaluate the long-term sustainability of the Village’s water utility operations, debt obligations, capital improvement needs, and rate structures; and

WHEREAS, the Village received proposals from multiple engineering firms in response to the RFP; and

WHEREAS, Fehr Graham submitted a proposal dated May 27, 2026, for completion of the Water Rate Study in the amount of Twenty-Five Thousand Fifty-Five Dollars (\$25,055.00); and

WHEREAS, Village staff reviewed the submitted proposals and recommends approval of the Fehr Graham proposal based upon the firm’s prior experience with the Village, familiarity with the Village’s utility systems, prior completion of the Village’s 2021 Water User Rate Study, and ongoing role as Village Engineer; and

WHEREAS, the proposed services include development of updated financial modeling, evaluation of alternative rate structures, neighboring community comparisons, capital planning analysis, and preparation of draft and final reports and presentations for the Village Board; and

WHEREAS, the Village Board finds that approval of the Fehr Graham proposal is in the best interests of the Village and its residents.

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

SECTION I: APPROVAL OF TASK ORDER

The proposal dated May 27, 2026, from Fehr Graham for completion of a Water Rate Study, attached hereto as Exhibit “A,” is hereby approved.

SECTION II: AUTHORIZATION

Village staff is hereby authorized and directed to proceed with the services contemplated under the proposal and to take any administrative actions necessary to implement and carry out the intent of this Resolution.

SECTION III: EFFECTIVE DATE

This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

APPROVED this _____ day of _____, 2026

Franklin J. Eubank, Jr., President of the Board of Trustees
of the Village of Winnebago, Illinois

ATTEST:

Sally Jo Huggins, Village Clerk

PASSED:

APPROVED:

PUBLISHED IN

PAMPHLET FORM:

May 27, 2026

Joey Dienberg, MPA
Village Administrator
Village of Winnebago
108 W. Main Street
Winnebago, Illinois 61088

**Re: Proposal for Professional Services
Water Rate Study, Winnebago, Illinois**

Dear Joey:

The purpose of this water rate study is to provide the Village with an overview of its Enterprise Fund, existing rate structure, proposed rate increases needed to support planned operational and capital expenditures, and the resulting impacts on customer bills. The study will also evaluate an alternative to the Village's current rate structure.

Fehr Graham is pleased to submit this proposal for professional services to complete a water rate study for the Village of Winnebago. The following scope of services aligns with the project approach provided in our submittal.

SCOPE OF SERVICES

Project Management. Our team will keep the Village's key staff informed of project status at every stage. We will manage the scope, budget and schedule to deliver the project within the agreed budget and timeline. Any potential changes or impacts to the project budget or schedule will be identified as early as possible and communicated directly to the Village's team. This task includes project controls, such as monthly invoicing to the Village of Winnebago.

Data Collection and Project Kickoff Meeting. Our team will ask for information before the meeting to ensure it is efficient and productive. This will allow our team to review the Village's rate study information, revenues and expenses, planned capital improvements and other pertinent data to get a head start. During the meeting, our team will work with Village staff to identify any required data that may not be available and determine what assumptions will be necessary. We will also discuss the construction of the financial model and the calibration process.

Construct Rate Model and Proposed Rate Structures. We will use a Microsoft Excel-based financial model to enter all the Village's historical financial data. Once entered, the model will be calibrated against historical water usage, rates and charges, debt schedules, and capital projects to assess the accuracy of projected line items throughout the forecast period. Key assumptions, such as inflation, population growth, changes in water usage, and non-revenue water, will be confirmed with Village staff to develop the Baseline Scenario and ensure the model's accuracy and precision remain within acceptable tolerances.

Once the financial model is calibrated, our team will lead a rate structure alternatives workshop for key Village personnel to review the major fixed and volumetric rate structure alternatives outlined in the American Water Works Association M1 Manual, "Principles of Water Rates, Fees, and Charges." At a minimum, we will compare the Village's existing rate structure with identified

alternatives, such as an inclining-block volumetric rate structure, to evaluate options for more equitably distributing expenditures across the customer base.

Our team will provide the Village with up to three rate scenarios:

1. Baseline Scenario, in which no rate increases are applied;
2. Scenario 1 – Existing Rate Structure, in which rate adjustments are made to the Village’s current rate structure to meet the target revenue requirement;
3. Scenario 2 – Inclining Block Rate Structure, in which the Village’s existing straight volumetric rate is broken into tier blocks with increasing rates.

For this assessment, we will prepare a financial model that incorporates core assumptions and variables, including inflation, to develop a 10-year forecast for the Water Fund. The forecast will incorporate the Village’s identified capital infrastructure projects, associated and/or proposed debt service, and planned operational expenditures to assess the rate increases needed to meet the projected revenue requirement. Additional rate scenarios or adjustments can be provided for an additional fee.

Sample Neighboring Rates and Bill Comparisons. We will prepare sample water bill comparisons with neighboring and similarly sized utilities to provide context for how the Village’s rates compare. These sample bills will reflect key user types, including typical meter sizes and water usage, to illustrate differences in rate structures and the financial impacts across customer classes. At the Village’s request, we will recommend updates to the existing connection fees based on the current fees used by North Park Public Water District (NPPWD). We will not perform a separate analysis to determine connection fees for the Village of Winnebago beyond matching NPPWD’s fees.

Report and Presentation. We will prepare a draft report outlining the study’s purpose and the assumptions used to complete the rate study. The report will summarize key discussions, project inputs, projected rates, and decisions made in coordination with Village staff. We will also prepare a draft PowerPoint presentation summarizing the rate scenarios and other key information for presentation to the Village Board or other Village representatives, as directed by Village staff.

We will prepare a final report and slide deck that incorporate any comments the Village provides and summarize decisions or direction from the Village Board regarding alternative rate scenarios. One Village Board meeting is budgeted. More meetings can be added for an additional charge.

EXCLUSIONS

The following items are **not** included in the scope of services proposed here within:

- » Wastewater surcharge rate analysis (Biochemical Oxygen Demand, Total Suspended Solids, Fats, Oils, and Grease, etc.). This is the responsibility of the Four Rivers Sanitation Authority (FRSA).
- » Sanitary sewer rate considerations beyond accounting for existing debt associated with payback of existing FRSA loans.
- » Legal amendment of the Village ordinance.
- » Design engineering.
- » Determination of a minimum fund balance policy.
- » No more than four unique sample customer bills will be evaluated.

- » Modeling and analysis for connection fee rates.
- » Construction engineering services.
- » Survey services.
- » Certified public accountant approval.
- » Software implementation of rate structure.
- » Capital improvement plan creation or updates for water system (and FRSA sewer system).
- » Economic and environmental studies.
- » Permitting.
- » No more than one presentation to the Village Board.
- » Funding and Grant applications.

Any of the above services can be performed at an additional cost to the project upon request.

SCHEDULE

Fehr Graham can begin this project immediately and complete the rate study by October 1, 2026, with a presentation to the Village Board to follow, assuming the project is awarded at the first meeting in June 2026.

FEES

Based on the information available at this time, we are prepared to complete the scope of work described above for a lump-sum fee of **\$25,055**.

**Reimbursables are not to exceed a 15% markup. Payment for the services rendered will be requested via a monthly invoice. Fehr Graham does not accept credit and/or debit card payments.*

AUTHORIZATION

We appreciate the opportunity to submit this proposal and trust it aligns with your expectations. If this proposal is acceptable, please sign the enclosed agreement and return a copy to my attention.

If you should have any questions, please do not hesitate to contact me.

Respectfully submitted,



Tim Chan, PE
Project Manager



Luke Ziegler
Project Engineer

TMC:kk

Enclosure

N:\Proposals\2026\Luke Ziegler\Winnebago, Village of\Water Rate Study\Proposals\Village of Winnebago - Water Utility Rate Study - 2026-05-27 Proposal.docx

**AGREEMENT
FOR PROFESSIONAL SERVICES**

Client Joey Dienberg, MPA, Village Administrator
 Village of Winnebago
 108 W. Main Street
 Winnebago, Illinois 61088

Description of Services:

Water Rate Study, Winnebago, Illinois

Fehr Graham will complete the scope of services as outlined in the proposal dated May 27, 2026, included herein.

COST:

The Fixed Fee for performing the above services is \$25,055.

**Reimbursables are not to exceed a 15% markup. Payment for the services rendered will be requested via a monthly invoice. Fehr Graham does not accept credit and/or debit card payments.*

**All plan reproduction and distribution costs along with publication and permit fees will be paid direct by Client and are not included in the above fees.*

The attached General Conditions are incorporated into and made a part of this Agreement.

ACCEPTED AND AGREED TO:

I/we, the undersigned, authorize Fehr Graham to provide services as outlined above, and also agree that I/we are familiar with and **ACCEPT THE TERMS OF THE ATTACHED GENERAL CONDITIONS.**

CLIENT:

Signature _____

Name _____

Title _____

Date Accepted _____

CONSULTANT:

By  _____

Name Chris DeSilva, PE

Title Business Unit Leader - Central Region

Date Proposed May 27, 2026

405.0026987.000

1. The Client requests the professional services of Fehr Graham hereinafter called "The Consultant" as described herein.
2. The Consultant agrees to furnish and perform the professional service described in this Agreement in accordance with accepted professional standards. Consultant agrees to provide said services in a timely manner, provided, however, that Consultant shall not be responsible for delays in completing said services that cannot reasonably be foreseen on date hereof or for delays which are caused by factors beyond his control or delays resulting from the actions or inaction of any governmental agency. Consultant makes no warranty, expressed or implied, as to his findings, recommendations, plans and specifications or professional advice except that they were made or prepared in accordance with the generally accepted engineering practices.
3. It is agreed that the professional services described in the Agreement shall be performed for Client's account and that Client will be billed monthly for said services. A 1½% per month service charge will be incurred by Client for any payment due herein and not paid within 30 days of such billing which is equal to an ANNUAL PERCENTAGE RATE OF 18%. Partial payments will be first credited to the accrued service charges and then to the principal.
4. The Client and the Consultant each binds himself, his partners, successors, executors, and assigns to the other party to this Agreement and to the partners, successor, executors, and assigns of such other party in respect to this Agreement.
5. The Client shall be responsible for payment of all costs and expenses incurred by the Consultant for his account, including any such monies that the Consultant may advance for Client's account for purposes consistent with this Agreement.
6. The Consultant reserves the right to withdraw this Agreement if not accepted within 30 days.
7. A claim for lien will be filed within 75 days of the date of an invoice for services (last day of services rendered) unless the account is paid in full or other prior arrangements have been made. All attorney fees incurred by the Consultant due to the filing of said lien or the foreclosure thereof shall be borne by the Client.
In the event suit must be filed by Consultant for the collection of fees for services rendered, Client will pay all reasonable attorney's fees and court costs.
If Client defaults in payment of fees or costs due under the terms of this Agreement and Consultant incurs legal expenses as a result of such failure, Client shall be responsible for payment for Consultant's reasonable attorney fees and costs so
8. The Consultant shall present, for the consideration of the Client, engineering and technical alternatives, based upon its knowledge and experience in accordance with accepted professional standards, with selection of alternatives and final decisions as requested by the client to be the sole responsibility of the Client.
9. Construction Phase Activities (When applicable) - In connection with observations of the work of the Contractor(s) while it is in progress the Consultant shall make visits to the site at intervals appropriate to the various stages of construction as the Consultant deems necessary in Agreement to observe as an experienced and qualified design professional the progress and quality of the various aspects of the Contractor(s)' work. Based on information obtained during such visits and on such observation, the Consultant shall endeavor to determine in general if such work is proceeding in accordance with the Contract Documents and the Consultant shall keep the Client informed of the progress of the work.
The purpose of the Consultant's visits to the site will be to enable the Consultant to better carry out the duties and responsibilities assigned to and undertaken by the Consultant during the Construction Phase, and, in addition, by exercise of the Consultant's efforts as an experienced and qualified design professional, to provide for the Client a greater degree of confidence that the completed work of the Contractor(s) will conform generally to the Contract Documents and that the integrity of the design concept as reflected in the Contract Documents has been implemented and preserved by the Contractor(s). The Consultant shall not, during such visits or as a result of such observations of Contractor(s)' work in progress, supervise, direct or have control over Contractor(s)' work nor shall the Consultant have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected by Contractor(s), for safety precautions and programs incident to the work of Contractor(s) or for any failure of Contractor(s) to comply with laws, rules, regulations, ordinances, codes, or orders applicable to Contractors(s) furnishing and performing their work. Accordingly, the Consultant can neither guarantee the performance of the construction contracts by Contractor(s) nor assume responsibility for Contractor(s)' failure to furnish and perform their work in accordance with the Contract Documents.
10. Estimates of Fees – When fees are on a time and material basis the estimated costs required to complete the services to be performed are made on the basis of the Consultant's experience, qualifications, and professional judgment, but are not guaranteed. If the costs appear likely to exceed the estimate in excess of 20%, the Consultant will notify the Client before proceeding. If the Client does not object to the additional costs within seven (7) days of notification, the increased costs shall be deemed approved by the Client.
11. The Consultant is responsible for the safety on site of his own employees. This provision shall not be construed to relieve the Client or the Contractor(s) from their responsibility for maintaining a safe work site. Neither the professional services of the Consultant, nor the presence of his employees or subcontractors shall be construed to imply that the Consultant has any responsibility for any activities on site performed by personnel other than the Consultant's employees or
12. Original survey data, field notes, maps, computations, studies, reports, drawings, specifications and other documents generated by the Consultant are instruments of service and shall remain the property of the Consultant. The Consultant shall provide copies to the Client of all documents specified in the Description of Services.
Any documents generated by the Consultant are for the exclusive use of the Client and any use by third parties or use beyond the intended purpose of the document shall be at the sole risk of the Client. To the fullest extent permitted by law, the Client shall indemnify, defend and hold harmless the Consultant for any loss or damage arising out of the unauthorized use of such documents.

13. No claim may be asserted by either party against the other party unless an action on the claim is commenced within two (2) years after the date of the Consultant's final invoice to the Client.
14. If a Client's Purchase Order form or acknowledgment or similar form is issued to identify the agreement, authorize open accounts for invoicing, provide notices, or document change orders, the preprinted terms and condition of said Purchase Order shall be superseded by the terms hereof.
15. Standard of Care – Services performed by Consultant under this agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other representation expressed or implied, and no warranty or guarantee is included or intended in any report, opinion or document under this agreement.
16. Liability Insurance – Consultant will maintain such liability insurance as is appropriate for the professional services rendered as described in this Agreement. Consultant shall provide Certificates of Insurance to Client, upon Client's request.
17. Indemnification and Limitation of Liability – Client and Consultant each agree to indemnify and hold the other harmless, including their respective officers, employees, agents, members, and representatives, from and against liability for all claims, costs, losses, damages and expense, including reasonable attorney's fees, to the extent such claims, losses, damages or expenses are caused by the indemnifying party's acts, errors or omissions.
The Client understands that for the compensation herein provided Consultant cannot expose itself to liabilities disproportionate to the nature and scope hereunder. Therefore, the Client agrees to limit Consultant's liability to the Client arising from Consultant's professional acts, errors or omissions, such that the total aggregate liability of Consultant shall not exceed \$50,000 or Consultant's total fee for services rendered on this Project, whichever is less.
18. Allocation of Risk – Consultant and Client acknowledge that, prior to the start of this Agreement, Consultant has not generated, handled, stored, treated, transported, disposed of, or in any way whatsoever taken responsibility for any toxic substance or other material found, identified, or as yet unknown at the Project premises. Consultant and Client further acknowledge and understand that the evaluation, management, and other actions involving toxic or hazardous substances that may be undertaken as part of the Services to be performed by Consultant, including subsurface excavation or sampling, entails uncertainty and risk of injury or damage. Consultant and Client further acknowledge and understand that Consultant has not been retained to serve as an insurer of the safety of the Project to the Client, third parties, or the public.
Client acknowledges that the discovery of certain conditions and/or taking of preventative measures relative to these conditions may result in a reduction of the property's value. Accordingly, Client waives any claim against Consultant and agrees to indemnify, defend, and hold harmless Consultant and its subcontractors, consultants, agents, officers, directors, and employees from any claim or liability for injury or loss allegedly arising from procedures associated with environmental site assessment (ESA) activities or the discovery of actual or suspected hazardous materials or conditions. Client releases Consultant from any claim for damages resulting from or arising out of any pre-existing environmental conditions at the site where the work is being performed which was not directly or indirectly caused by and did not result from, in whole or in part, any act or omission of Consultant or subcontractor, their representatives, agents, employees, and invitees.
If, while performing the Services set forth in any Scope of Services, pollutants are discovered that pose unanticipated or extraordinary risks, it is hereby agreed that the Scope of Services, schedule, and costs will be reconsidered and that this Agreement shall immediately become subject to renegotiation or termination. Client further agrees that such discovery of unanticipated hazardous risks may require Consultant to take immediate measures to protect health and safety or report such discovery as may be required by law or regulation. Consultant shall promptly notify Client upon discovery of such risks. Client, however, hereby authorizes Consultant to take all measures Consultant believes necessary to protect Consultant and Client personnel and the public. Furthermore, Client agrees to compensate Consultant for any additional costs associated with such measures.
19. In the event of legal action to construe or enforce the provisions of this agreement, the prevailing party shall be entitled to collect reasonable attorney fees, court costs and related expenses from the losing party and the court having jurisdiction of the dispute shall be authorized to determine the amount of such fees, costs and expenses and enter judgment thereof.
20. Assignment - Neither party to this Agreement shall, without the prior written consent of the other party, which shall not be unreasonably withheld, assign the benefit or in any way transfer its obligations under this Agreement or any part hereof; provided, however, either Party may freely assign this Agreement to a parent, subsidiary or affiliate without the other party's consent. This Agreement shall inure to the benefit of and be binding upon the parties hereto, and except as otherwise provided herein, upon their executors, administrators, successors, and assigns.
21. Termination – The obligation to provide further services under this Agreement may be terminated by either party upon seven (7) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. In the event of any termination, Consultant will be paid for all services rendered to the date of receipt of written notice of termination, at Consultant's established chargeout rates, plus for all Reimbursable Expenses including a 15% markup.
22. Provision Severable – The unenforceability or invalidity of any provisions hereof shall not render any other provisions herein contained unenforceable or invalid.
23. Governing Law and Choice of Venue – Client and Consultant agree that this Agreement will be governed by, construed, and enforced in accordance with the laws of the State of Illinois. If there is a lawsuit, Client and Consultant agree that the dispute shall be submitted to the jurisdiction of the Illinois District Court in and for Winnebago County, Illinois.

PROPOSAL

Water Rate Study

insight • experience • results



PREPARED FOR

Village of Winnebago

Village Administrator

JOEY DIENBERG

108 West Main Street

Winnebago, Illinois 61088

May 6, 2026

Joey Dienberg
Village Administrator
Village of Winnebago
108 West Main Street
Winnebago, Illinois 61088

RE: Water Rate Study Request for Proposal

Dear Joey,

Utilities across the nation face increasing challenges, including aging infrastructure, evolving regulatory mandates and rising supply costs. Managing the financial impact on a utility's customer base is critical to operating and maintaining a utility's infrastructure sustainably. By identifying and performing this Water Rate Study, the Village is taking a proactive step toward balancing necessary rate increases with the revenue required to support its operational, maintenance, debt and capital expenditures.

I, **Tim Chan, PE, will lead our team as Project Manager.** With a former employer, I led and completed more than 20 comprehensive utility rate studies across the Chicagoland area with an emphasis on evaluating long-term capital improvement project planning, analyzing alternative rate structures, and assessing impacts to customer sample bills and the equitability of financial impacts.

Our project approach emphasizes collaboration to identify and evaluate alternative rate structures, develop rates, and balance future capital and debt obligations, which can often lead to sudden rate hikes. It also lets the Village participate in the rate-setting process once we build the model so it can see the fiscal impacts of any rate increases on its diverse customer base.

We will help the Village of Winnebago with its water rate and fee program and maintain a fiscally sustainable utility.

Sincerely,



Tim Chan, PE
Project Manager
tim.chan@fehrgraham.com



Seth Gronewold, PE
Principal
sgronewold@fehrgraham.com



Business Organization

History

Fehr Graham was founded in September 1973 by professional engineers Allen Fehr and Joseph Graham. The firm was established by the merger of these two individuals' practices established in 1965 and 1962, respectively. Today, we proudly serve our valued clients from 12 office locations: Aurora, Champaign, East Peoria, Freeport, Rockford, Rochelle, and Springfield, Illinois; Cedar Rapids, Manchester and West Union, Iowa; and Monroe and Sheboygan, Wisconsin.

Professional Staff

Our staff of 250 is comprised of a wide range of experts, including professional engineers, landscape architects, professional geologists, environmental scientists, safety professionals, engineers-in-training, professional land surveyors, community planners and development specialists, engineering and environmental technicians, field inspectors, grant writers, and support technicians and assistants. Our staff has hands-on experience and applicable registrations and licenses in their areas of discipline.

Organization

Fehr Graham is a Limited Liability Company led by Kyle Saunders. Trilon Group owns Fehr Graham.



ZWEIG GROUP
HOT FIRM



No. 60 in 2025
No. 83 in 2024
No. 54 in 2023
No. 76 in 2022

ENR TOP 500



No. 435 in 2025
No. 474 in 2024
No. 471 in 2023
No. 494 in 2022

ENR MIDWEST
TOP DESIGN FIRM

No. 58 in 2025
No. 60 in 2024

Office Locations

ILLINOIS

Aurora

230 Woodlawn Avenue
Aurora, IL 60506

Champaign

1610 Broadmoor Drive
Champaign, IL 61821

East Peoria

140 East Washington Street
East Peoria, IL 61611

Freeport

101 West Stephenson Street
Freeport, IL 61032

Rochelle

515 Lincoln Highway
Rochelle, IL 61068

Rockford

200 Prairie Street, Suite 208
Rockford, IL 61107

Springfield

2160 South Sixth Street, Suite D-1
Springfield, IL 62703

IOWA

Cedar Rapids

200 5th Avenue SE, Suite 100
Cedar Rapids, IA 52401

Manchester

221 East Main Street, Suite 301
Manchester, IA 52057

West Union

128 South Vine Street
West Union, IA 52175

WISCONSIN

Monroe

1107 16th Avenue
Monroe, WI 53566

Sheboygan

909 North 8th Street, Suite 101
Sheboygan, WI 53081



The majority of the work to complete the study will be done at our **Rockford, Illinois** office.



Organizational Chart



Tim Chan, PE, will serve as the **Project Manager**, bringing a wealth of experience in executing Comprehensive Water and Sewer Rate Studies for municipal water and wastewater utilities. He has completed more than 22 studies across Chicagoland over the past decade. Tim also brings strong technical engineering expertise to support communities in long-term capital planning, in tandem with a proven track record of assisting communities through rate structure transitions to establish fair and equitable rates. Tim lives in the northwest Chicagoland suburbs and is based in our Rockford, Illinois, office.

Seth Gronewold, PE, will serve as the **Quality Assurance/Quality Control** for the study. Seth's experience serving a variety of utilities while navigating regulatory updates, permitting and state revolving funds helps to ensure a comprehensive study is completed and that deliverables are met in accordance with the project goals. As the Village Engineer, Seth will also ensure that a comprehensive study is completed and is inclusive of the future projects funded by the Water Fund.

Juliet Betke will serve as the **Lead Engineer** and brings a strong background in the environmental remediation and construction side of engineering design projects. Her experience includes leading a range of remediation projects while understanding the developer's project goals and budgetary restraints and ensuring compliance with state and local requirements. Juliet works with Tim on a variety of water- and wastewater-related projects, with an emphasis on non-revenue water and its impacts on utility rates. Juliet lives in the Rockford area and is based in our Rockford, Illinois, office.

Project Experience



Client Contact

Village of Elburn, Illinois
Phil VanBogaert
Superintendent of Public Works
630.365.5064
publicworks@elburn.il.us

Project Team

Jason Stoll, PE | Principal
Karoline Qasem, PhD, PE, PMP, CFM | Project Manager
Andrew Barbeau, PE | Wastewater Engineer



Water System Analysis

Period of Services: October 2023 – January 2025

The Village of Elburn hired Fehr Graham to develop a Master Plan and to complete a comprehensive analysis to manage and optimize the community's water utility infrastructure, addressing system performance and future needs. We used ArcGIS and WaterGEMS to evaluate system conditions, update the Village's GIS database and model projected water demand. We also coordinated with subconsultants, held regular check-ins to keep the project on track and ensured accurate data for the water rate study. The resulting Water Works System Master Plan strengthens system reliability and efficiency and provides the Village with a strategic framework to support future development and ensure a consistent supply of high-quality water. The plan outlines clear capital improvement priorities to support the Village's long-term budget for upgrades. It positions the Village to make informed decisions that support sustainable growth.

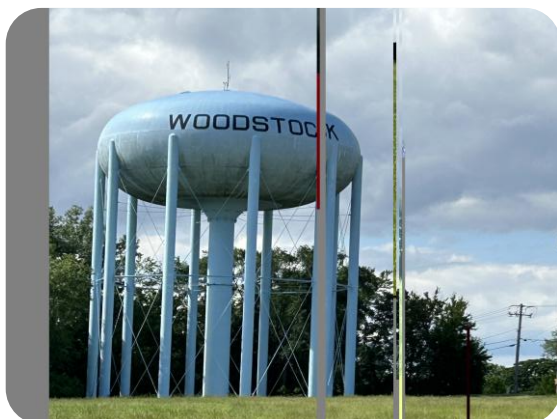


Client Contact

City of Woodstock, Illinois
Brent Aymond
Public Works Director
815.338.6118
baymond@woodstockil.gov

Project Team

Chris DeSilva, PE | Senior Project Manager
Seth Gronewold, PE | Principal
Karoline Qasem, PhD, PE, PMP, CFM | Project Manager
Jennifer Buholzer, PE | Project Engineer
Margaret Trowbridge | Staff Engineer



Water and Sewer Master Plan and Rate Study

Period of Services: July 2024 – Present

The City of Woodstock hired Fehr Graham to review its Sanitary Sewer and Water Master Plans, prioritize projects and update costs to support long-term utility planning. Partnering with Baker Tilly, we are updating the City's utility plans and conducting a comprehensive rate study that aligns sanitary and water priorities in one place. We are integrating the latest data and regulatory requirements while addressing aquifer capacities, per- and polyfluoroalkyl substances impacts and future growth projections. Our team updated historic planning documents with cost estimates, identified opportunities across both utilities and developed rate scenarios that support the City's operational and financial goals. We worked closely with City staff to ensure our financial models reflect realistic market trends and local needs. Our recommendations will provide the City with a clear, sustainable path for infrastructure and financial planning.

Project Experience



Client Contact

Village of Winnebago, Illinois

Franklin Eubank Jr.

Village President

815.335.2020

feubank@villageofwinnebago.com

Project Team

Seth Gronewold, PE | Project Manager

Water User Rate Study

Period of Services: May 2021 – December 2021

Fehr Graham worked with the Village of Winnebago to complete a Water User Rate Study that evaluated the community's water utility rates and assessed future operational, maintenance and capital needs. The team reviewed physical conditions, economic factors and the condition of the water distribution system and projected demographic and economic trends that could affect long-term demand. These evaluations helped determine whether the Village's rates and charges adequately supported its operating, capital and debt obligations. The findings informed a rate structure that provided stable revenue for system operations, maintenance and upgrades. As a locally owned public utility operating on a long-term zero-profit basis, the water department funded improvements through user rates, capital contributions or debt. Fehr Graham applied established rate-setting principles to ensure the recommended rates were cost-based, equitable and easy for users to understand. The study ultimately aimed to support predictable revenue while balancing user affordability with the long-term financial sustainability of the water system.



Client Contact

Village of Forreston, Illinois

Tanya Shenberger

Village Clerk

815.938.2400

clerk2@villageofforreston.org

Project Team

Seth Gronewold, PE | Principal

Tim Chan, PE | Senior Project Manager

Juliet Betke | Lead Engineer

Comprehensive Water and Sewer Rate Study Phase I

Period of Services: January 2026 – Present

The Village of Forreston hired Fehr Graham to conduct a Phase I Water and Sewer Rate Study to help develop a long-term capital improvement plan and determine the revenue needed to finance proposed cash- and debt-funded projects. The study also reviews the rate increases required to sustainably operate the Village's water and sewer fund. The study further helps the village evaluate how proposed rate changes would affect its diverse customer base and begin discussions about alternative rate structures that would more fairly and equitably distribute the financial burden.



Project Understanding and Approach

✓ Project Understanding

The Village of Winnebago owns, operates and maintains the water utility infrastructure. Although the Village's sanitary system is in connection to Four Rivers Sanitation Authority and no longer operates its own system, there are existing debt-obligations that will extend through the next decade. This debt services have historically been supported through water user charges and a voter-approved sales tax which contributes to the water enterprise fund.

Over the past decade, utilities have faced increasing challenges balancing acceptable rate increases with aging infrastructure, unfunded mandates and rising supply costs. Now more than ever, fairly and equitably assessing water rates against a utility's unique customer base is crucial to maintaining sustainable fund balances that support operations, maintenance and capital improvement needs. We support the Village's decision to assess its water rates and fees to ensure the system remains financially sustainable and responsive to community needs as it continues to grow.

✓ Project Approach

- 1. Project Management.** Consistent communication and collaboration drive the success of any project. Our team will keep the Village's key staff informed of project status at every stage. We will manage the scope, budget and schedule to deliver the project within the agreed budget and timeline. Any potential changes or impacts to the project budget or schedule will be identified as early as possible and communicated directly to the Village's team. This task includes project control-related tasks, including invoicing to be routed to Village of Winnebago monthly.
- 2. Data Collection and Project Kickoff Meeting.** Our team will ask for information before the meeting to ensure it is efficient and productive. This will allow our team to review the Village's rate study information, revenues and expenses, planned capital improvements and other pertinent data to get a head start. During the meeting, our team will discuss with Village staff the required data that may be unavailable to determine which assumptions will be necessary. We will also discuss the construction of the financial model and the calibration process.
- 3. Construct Rate Model and Proposed Rate Structures.** We will use a Microsoft Excel-based financial modeling spreadsheet to input all the Village's historical financial data. Once inserted, the model will be calibrated against its historical water usage, rates and charges, debt schedule and capital projects to determine the accuracy of all projected line items through the forecast window. Key assumptions such as inflation, population growth, water usage changes, and non-revenue water will be confirmed with Village staff to build out the Baseline Scenario and ensure the model's accuracy and precision are within acceptable tolerances.

Once the financial model is calibrated, our team will lead a Rate Structure Alternatives workshop for key Village personnel to walk through the major fixed and volumetric rate structure alternatives outlined in the American Water Works Association M1 Manual, "Principles of Water Rates, Fees, and Charges." At a minimum, our team will compare the Village's existing rate structure to the identified alternatives, such as the implementation of an inclining block volumetric rate structure, that would more equitably distribute the Village's expenditures across its customer base.



Our team will provide the Village with up to three rate scenarios:

1. Baseline Scenario, in which no rate increases are applied;
2. Scenario 1 – Existing Rate Structure, in which rate adjustments are made to the Village’s current rate structure to meet the target revenue requirement;
3. Scenario 2 – Inclining Block Rate Structure, in which the Village’s existing straight volumetric rate is broken into tier blocks with increasing rates.

For the purposes of this assessment, we will prepare a financial model that incorporates the core assumptions and variables, including inflation, to better reflect the probable circumstances that would drive external factors relating to the Water Fund that projects a 10-year forecast that incorporates the Village’s identified capital infrastructure projects, associated and/or proposed debt service, and planned operational expenditures to assess the rate increases needed to meet the identified revenue requirement.

4. **Sample Neighboring Rates and Bill Comparisons.** We will prepare sample comparison water bills with neighboring and other similarly sized utilities to provide a contextual understanding of how the Village’s rates compare. These sample bills will reflect key user types outlining a typical meter size and water usage to observe the nuances of rate structures and the financial burdens placed across different customer classes.
5. **Report and Presentation.** We will prepare a draft report outlining the study’s purpose and the detailed assumptions to conduct the rate study. This report will include summaries of all pertinent discussions regarding the key inputs and projected rates and discussions with Village staff that result in decisions. We will prepare this draft report in tandem with a draft PowerPoint presentation outlining the rate scenarios and any other items for a formal presentation to the Village Board or similar, as directed by the Village of Winnebago staff.

We will prepare a final report and slide deck, incorporating any comments the Village receives, and summarizing decisions or directions provided by the Village Board regarding Alternative Rate Scenarios. One Village Board meeting is anticipated, though more can be requested if desired during final contract negotiations.



References



Village of Elburn, Illinois

Phil VanBogaert
Superintendent of Public Works
301 East North Street
Elburn, Illinois 60119
630.365.5064
publicworks@elburn.il.us



Village of Winnebago, Illinois

Franklin Eubank Jr.
Village President
108 West Main Street
Winnebago, Illinois 61088
815.335.2020
feubank@villageofwinnebago.com



City of Woodstock, Illinois

Brent Aymond
Public Works Director
326 Washington Street
Woodstock, Illinois 60098
815.338.6118
baymond@woodstockil.gov



Village of Forreston, Illinois

Tanya Shenberger
Village Clerk
301 North Walnut Avenue
Forreston, Illinois 61030
815.938.2400
clerk2@villageofforreston.org



Tim Chan, PE

Project Manager



EDUCATION

B.S. in Civil and Environmental Engineering
University of Illinois at Urbana-Champaign, 2015

Completed 24 credit hours of land surveying
classes at Northern Illinois University, 2017

PROFESSIONAL LICENSE

Professional Engineer
Illinois #062-071927

PROFESSIONAL ASSOCIATIONS

Illinois Section American Water Works Association
American Water Works Association

Tim Chan is proficient in assisting municipal water and wastewater utilities with every step of the planning, engineering and construction lifecycle process. His experience includes serving as a Project Manager and Potable Water Technical Process Lead for the company. He has completed more than 20 comprehensive water and sewer utility rate studies for the greater Chicagoland area.

WATER AND SEWER RATE STUDY PHASE I

Village of Forreston, Illinois

Tim serves as the Project Manager for the Water and Sewer Rate Study, which is intended to provide the Village with a comprehensive rate model that incorporates its annual revenues, expenditures, debt obligations and proposed Capital Improvement Plan (CIP) to determine its revenue requirements. The Phase I portion seeks to assess the necessary increases to its water and sewer rates and charges and the impacts on the Village's customers. A proposed Phase II is planned to evaluate alternative rate structures that would seek to more equitably distribute the cost burdens of the Village's infrastructure across its unique customer composition.

WATER TREATMENT PLANT (WTP) DESIGN

City of Vinton, Iowa

Tim served as the Technical Lead for the WTP improvements. He led the multidisciplinary team of electrical, HVAC, plumbing, site civil and process designers to replace the City's only WTP. Tim also led the technical design of the water treatment process, which includes aeration with pre-chlorination, pressurized horizontal sand/anthracite filters and chemical feed for fluoride, phosphate and post-chlorination.

NEW ELEVATED TANK NO. 4

City of Loves Park, Illinois

Tim served as the Water Modeling and Water Operations Lead for this project. Pressure Zone No. 2 had no elevated storage tanks and was primarily fed through pressure-reducing valves from the adjacent zones. To size the new elevated tank for Pressure Zone No. 2, Tim completed a water model update with hydrant testing to calibrate and update the City's older computer water model.

COMPREHENSIVE WATER AND SEWER RATE STUDY*

Village of Hanover Park, Illinois

Tim served as the Project Manager for the Village's Comprehensive Water and Sewer Rate Study, which included assisting with the development of a 10-year comprehensive CIP that was financially feasible within the identified maximum year-over-year rate increases.

VARIOUS WATER AND SEWER RATE STUDIES*

Greater Chicagoland Region

Tim has served as the Project Manager for more than 20 water and sewer rate studies across the Chicago area, including the City of Elmhurst, Village of Oswego, Village of Beach Park, Village of Carpentersville, Village of Lisle and City of Rolling Meadows.

WELL IMPROVEMENTS AND UPGRADES DESIGN-BUILD*

Village of Lake in the Hills, Illinois

Tim served as Project Manager for the upgrades to Well Nos. 12 and 14, which were part of a several-year CIP to address the aging mechanical and Supervisory Control and Data Acquisition (SCADA) infrastructure. The projects included replacing valves, piping, SCADA Programmable Logic Controllers and various instrumentation.

*Project completed with previous employer.

Seth W. Gronewold, PE

Principal



EDUCATION

B.S. in Civil Engineering
Bradley University, 2015

PROFESSIONAL LICENSES

Professional Engineer
Illinois #062-071468
Iowa #25539
Wisconsin #47315-6
Texas #135738
Michigan #6201311561
Florida #99994

CERTIFICATION

NBIS Program Manager
Illinois #01064, 2019
Iowa, 2020
Wisconsin, 2021

PROFESSIONAL ASSOCIATION

Illinois Section of American Water Works
Association

Seth Gronewold works with governmental clients, helping them with drinking water distribution systems, treatment, road, sanitary sewer, stormwater and culvert designs, and construction management. He manages field operations, design considerations and projects. He is proficient in hydraulics, grading plans, site and structural designs, and highway and utility engineering. Seth participates in large- and small-scale improvements, fulfilling project oversight.

WATER RATE STUDIES

- City of Woodstock, Illinois
- Village of Forreston, Illinois
- Village of Winnebago, Illinois
- Village of South Beloit, Illinois

WELL NO. 39 WATER TREATMENT FACILITY DESIGN

City of Rockford Water Department, Illinois

Seth served as Project Manager for the design of Well No. 39 Water Treatment Plant. He helped with preliminary and final designs along with securing a loan for the City through the Illinois Environmental Protection Agency (EPA).

WELL NO. 3 AND WATER TREATMENT PLANT NO. 2 DESIGN

Pingree Grove, Illinois

Seth served as Lead Design Engineer on this project. A loan application and project plan were prepared and submitted to the Illinois EPA for approval. Seth helped design the test well, as well as the bidding documents and services.

WELL NO. 34 WATER TREATMENT FACILITY

City of Rockford, Illinois

Seth served as Project Manager for the design of a water treatment plant and reservoir to replace the well house.

WELL NO. 8 TREATMENT FACILITY

Rochelle Municipal Utilities | Rochelle, Illinois

Seth served as the Lead Design Engineer for the design and construction of the new Well No. 8 well house and iron treatment plant.

WELL NO. 45 TREATMENT PLANT ADDITION

City of Rockford Water Department, Illinois

DEEP WELL NO. 19 AND TRANSMISSION MAIN DESIGN SERVICES

City of Crystal Lake, Illinois

WATER MAIN REPLACEMENT DESIGN, BIDDING AND CONSTRUCTION OBSERVATION

Village of Forreston, Illinois

JEFFERSON STREET WATER MAIN REPLACEMENT

City of Rockford Water Department, Illinois

EDGEBROOK WATER MAIN REPLACEMENT

City of Rockford Water Department, Illinois

SEMINARY STREET WATER MAIN REPLACEMENT

City of Rockford Water Department, Illinois

Juliet Betke

Lead Engineer



EDUCATION

B.S. in Environmental Engineering
University of Wisconsin-Platteville, 2021

PROFESSIONAL LICENSES

Asbestos Supervisor
Wisconsin #ACS-283405

Asbestos Professional
Illinois #100-21016

CERTIFICATION

NIOSH 52E – Sampling and Evaluating Airborne Asbestos Dust, 2025

Juliet Betke is experienced in the management and execution of a broad range of environmental assessments, including water, soil and hazardous materials, having served as a Project Manager for more than 100 public and private facilities across Illinois and Wisconsin. Her background and experience bring a unique lens to the planning, design and construction of water and wastewater infrastructure.

WATER AND SEWER RATE STUDY PHASE I

Village of Forreston, Illinois

Juliet serves as the Lead Engineer for the Water and Sewer Rate Study, which is intended to provide the Village with a comprehensive rate model, incorporating its annual revenues, expenditures, debt obligations and proposed Capital Improvement Plan to determine its revenue requirements. Her work includes building the water and sewer rate model, assessing impacts on sample bills and evaluating rate impacts for the Village's proposed capital outlay.

NEW ELEVATED TANK NO. 4

City of Loves Park, Illinois

Juliet served as the Project Engineer for Elevated Tank No. 4, which would serve Pressure Zone 2 without elevated storage. Her responsibilities included engineering design markups, coordinating with vendors, developing technical specifications and assisting with client coordination.

WATER TOWER NO. 2

Village of Pingree Grove, Illinois

Juliet served as the Project Engineer, and her responsibilities included the design of the site's civil utilities, stormwater management and site grading, engineering design markups of the tank and internal components, and coordination with the client on the future development of an on-site, new shallow well that would be routed to the Village's Water Treatment Plant.

SOUTHGATE SUBDIVISION WM REPLACEMENT AND FULL DEPTH RECLAMATION

City of St. Charles, Illinois

Juliet serves as the Project Engineer for a full-depth reclamation project, including water main replacement. She is designing the water main alignment and construction plans, which incorporate the City's identified sidewalk, curb, and gutter removals and replacements based on field inspections.

CREEKSIDE RESIDENCES DEVELOPMENT

Rockford Housing Development Corp. | City of Rockford, Illinois

Juliet served as the Project Engineer for a private development on an Illinois Environmental Protection Agency Brownfield site in Rockford. Her responsibilities included the stormwater system, utility connections for water and sewer, design capacities, site grading and client communications across multiple disciplines.



Cost Proposal

The following cost breakdown divides each item by task for the Village to consider. We are prepared to finalize the scope and fee through negotiation as needed. Reimbursable expenses are included within the tasks for the Project Kickoff Meeting and the planned Board Presentation for travel to and from our Rockford office.

Project Tasks		Fee
1	Project management	\$2,615
2	Data collection and project Kickoff Meeting	\$2,253
3	Construct rate model and proposed rate structures	\$8,615
4	Sample neighboring rates and bill comparisons	\$1,631
5	Report and presentation	\$9,941
Total Project Cost		\$25,055



EXCLUSIONS

The following items are **not** included in the scope of services proposed here within:

- » Determination of a Minimum Fund Balance Policy.
- » No more than four unique sample customer bills will be evaluated for the purposes of evaluating impacts of proposed rate adjustments.
- » Re-evaluation of connection/tap on fees.
- » Certified Public Accountant approval.
- » Billing software implementation of rate structure.
- » Water Master Planning for the purposes of developing a refined Capital Improvement Plan.
- » Economic and environmental studies.
- » Permitting.
- » Funding and grant applications.

Any of the above services can be performed at an additional cost to the project upon request.



Municipal Water Rate Study Example



Village of Winnebago

Water User Rate Study

Project No.: 21-467

October 2021



200 Prairie Street
Suite 208
Rockford, Illinois 61107

Prepared for:

Village of Winnebago
108 West Main Street
Winnebago, Illinois 61088

www.fehrgraham.com
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Exhibit E – Financial Projections Worksheet

ABBREVIATIONS

Ac.	Acre
Avg.	Average
CF or cu. Ft.	Cubic Feet
CWA	Clean Water Act
ct	Counts
DAF	Design Average Flow or Daily Average Flow
Dia.	Diameter
DMF	Design Maximum Flow or Daily Maximum Flow
DY20xx	Design Year 20xx
EPA	Environmental Protection Agency
FEMA	Federal Emergency Management Agency
FPA	Facilities Planning Area
°F	Degrees Fahrenheit
FRSA	Four Rivers Sanitation Authority
Ft.	Feet
FWS	Free Water Surface
FY	Fiscal Year
gal.	Gallons
gpcd	Gallons per capita per day
gpd	Gallons per day
gpm or GPM	Gallons per minute
HP	Horsepower
Hr.	Hour
IAC	Illinois Administrative Code
ID	Identification
IDNR	Illinois Department of Natural Resources
IEPA	Illinois Environmental Protection Agency
ISWS	Illinois State Water Survey
KW	Kilowatt
Lbs. or #	Pounds
L.F.	Linear Feet
MCL	Maximum contaminate limits
MG	Million gallons
MGD	Million gallons per day
mg/L	Milligrams per liter
MHI	Median household income

ABBREVIATIONS

mL	Milliliter
Mo.	Month
NPDES	National Pollutant Discharge Elimination System
O&M	Operation and Maintenance
O&M&R or OMR	Operation, Maintenance and Replacement
P.E.	Population Equivalent
pH	The negative logarithm of the hydrogen ion concentration
PLC	Programmable Logic Controller
ppd	Pounds per day
PWS	Public Water Supply
PWSLP	Public Water Supply Loan Program
SCADA	Supervisory Control and Data Acquisition
SF or sq. ft.	Square Feet
SHPO	State Historic Preservation Office
SWD	Side Water Depth
TDH	Total Dynamic Head
TMDL	Total Maximum Daily Load
USACOE	United States Army Corps of Engineers
USDA	United States Department of Agriculture
USEPA	United States Environmental Protection Agency
USGS	United States Geological Survey
UV	Ultraviolet (as in UV disinfection)
WQS	Water Quality Standards
WRF	Water Reclamation Facility
WTP	Water Treatment Plant

REFERENCES

1. U.S. Census Bureau, 2006-2018 Census data, (www.census.gov)

1.0 INTRODUCTION

1.1 Study Purpose and Scope

This report has been prepared at the direction of the Village of Winnebago, as authorized by an agreement with Fehr Graham executed May 10, 2021. The purpose of this report is to evaluate the current water utility rates and future maintenance and expansion needs of the system to provide recommendations for future water utility rates. The overall goal of this study is to determine the necessary rate adjustments, if needed, to keep the Village of Winnebago's water enterprise fund self-supporting.

This report will consider the following characteristics of the planning area to determine which future water rate adjustment approach is best suited to meet the present and future needs of the Village:

- Existing physical and economic characteristics.
- Existing water distribution infrastructure.
- Future physical, demographics and economic characteristics.

From the assessment of the above, the following considerations will be made to determine an appropriate rate structure that will provide the necessary financial resources to operate and maintain and improve the Village of Winnebago's water infrastructure.

It is important to distinguish that the Village of Winnebago Water Department is a Public Utility. Public utilities are usually owned by a city, county, or special governing district, and are operated on a zero-profit basis over the long term. However, during short periods of time a surplus or deficit may exist. A public utility is a locally owned organization since its customers are also its owners. Public utilities, like the Village of Winnebago Water Department, are capitalized or financed by issuing debt or soliciting funds from customers through capital contributions or user rates. Public utilities are typically tax-exempt organizations and are governed by a board or a council. The Village of Winnebago, including its water department, is governed by a publicly elected board of trustees.

1.2 Generally Accepted Rate Setting Principles

For practicality, utility providers should consider setting their usage rates around generally accepted or global principles and guidelines. With this in mind, utility rates should be:

- Cost-based, equitable, and set at a level that meets the utility's revenue requirements fully.
- Easy to understand and administer.
- Designed around generally accepted rate-setting techniques.
- Stable in their ability to provide adequate revenues to meet the utility's financial, operations and maintenance, and regulatory requirements.
- Established at levels that are stable from year to year.

This study was created utilizing these guiding principles to help develop cost-based rates that are equitable for the community while keeping the capital needs of the system in mind.

1.3 General Background

1.3.1 Project Location

The Village of Winnebago serves residents and other customers within and outside the corporate limits of the Village and is located in the southwest portion of Winnebago County, Illinois. See Exhibit A for a map of the general location of the Village of Winnebago.

1.3.2 Median Household Income

The current Median Household Income (MHI) for the Village of Winnebago according to the US Census 2019 American Community Survey data is \$83,005.00. This is 26% higher than the State of Illinois average MHI of \$65,886.

1.3.3 Historic and Future Population

The following table indicates an increase in population for the Village of Winnebago from 1990 through 2010, but growth has slowed since the economic recession of 2008. Based on the population trends, minimal population growth could be anticipated over the next 20 years. With these findings in mind, we will assume no more than 3% population growth over the next 20 years for the purposes of this report.

Table 1.3.3 - Population Data Over Time

Year	Population
1990	1,840
2000	2,958
2010	3,101
2019 (est.)	2,991

1.3.4 Existing and Future Water Demand

The Village of Winnebago produces and distributes potable water from three municipal water wells. Currently, the Village does not treat any water produced from its wells. Current system water supply data is shown in Table 1.3.4 for assessment of the water system. Water supplied over time has increased slightly, though increases could occur with population growth. For the purposes of this report, and using the data provided in Table 1.3.4 below, it can be assumed that increases to the average supply of water should be minimal for future planning purposes.

Table 1.3.4 - Average System Supply from Village of Winnebago Public Works

Year	Supply
2010	0.19 MGD
2015	0.19 MGD
2020	0.20 MGD

2.0 EXISTING FACILITIES AND RATE STRUCTURE

The Village of Winnebago is a municipal corporation that owns and operates the water distribution network. The Village's water infrastructure consists of three shallow water potable water wells, the main distribution network, system valves, fire hydrants, two elevated storage tanks, water services, and water meters.

2.1 Existing Water Distribution System

The Village's distribution system is generally depicted on the map provided in Exhibit B. The distribution system consists of a single pressure zone. The distribution system consists of approximately 27 miles of 4- to 12-inch water mains, control valves, fire hydrants, and two elevated storage tanks. Pipe materials are generally asbestos cement (transite), ductile iron, cast iron, and PVC.

2.2 Current Water System Revenues and Expenditures

2.2.1 Current Monthly Water Rate Structure

Currently, all water system charges including usage fee revenue, water meter fees, late payment penalties, water shut off/turn on fees, and connection fees are deposited into the water enterprise fund. This fund is the main financial vehicle for the Village of Winnebago's water supply operations paying for operational expenses and routine maintenance for the equipment. The Village's last rate increase took place in 2017, adopting new water rates. Refer to Exhibit C for copies of current and previous water and sewer rate ordinances. Garbage and recycling fees for the Village are collected through the water enterprise fund, but the expenses are also paid out of the same fund so this revenue generation can be considered a majority pass-through cost that should not be considered in future financial planning for the use of water department generated funds.

The current water rate fixed administrative fee structure can be seen in the following tables based on the most recent water rate ordinance passed by the Village Board in 2017:

Resident Monthly Fixed Water Administration Fees

	FY2017	FY2018	FY2019	FY2020	FY2021
<1" Service	\$4.70	\$4.90	\$5.00	\$5.00	\$5.00
1.25" to 1.5" Service	\$9.40	\$9.80	\$10.00	\$10.00	\$10.00
2" Service	\$15.04	\$15.68	\$16.00	\$16.00	\$16.00
3" Service	\$30.96	\$32.28	\$33.00	\$33.00	\$33.00

	FY2017	FY2018	FY2019	FY2020	FY2021
4" Service	\$45.43	\$47.36	\$48.00	\$48.00	\$48.00
6" Service	\$94.90	\$98.93	\$101.00	\$101.00	\$101.00

Non-Resident Monthly Fixed Water Administration Fees

	FY2017	FY2018	FY2019	FY2020	FY2021
<1" Service	\$7.05	\$7.35	\$7.50	\$7.50	\$7.50
1.25" to 1.5" Service	\$14.10	\$14.70	\$15.00	\$15.00	\$15.00
2" Service	\$22.56	\$23.52	\$24.00	\$24.00	\$24.00
3" Service	\$46.44	\$48.42	\$50.00	\$50.00	\$50.00
4" Service	\$68.15	\$71.04	\$72.00	\$72.00	\$72.00
6" Service	\$142.35	\$148.40	\$151.00	\$151.00	\$151.00

Resident Monthly Fixed Sewer Administration Fees

	FY2017	FY2018	FY2019	FY2020	FY2021
<1" Service	\$4.70	\$4.90	\$5.00	\$5.00	\$5.00
1.25" to 1.5" Service	\$9.40	\$9.80	\$10.00	\$10.00	\$10.00
2" Service	\$15.04	\$15.68	\$16.00	\$16.00	\$16.00
3" Service	\$30.96	\$32.28	\$33.00	\$33.00	\$33.00
4" Service	\$45.43	\$47.36	\$48.00	\$48.00	\$48.00
6" Service	\$94.90	\$98.93	\$101.00	\$101.00	\$101.00

Non-Resident Monthly Fixed Sewer Administration Fees

	FY2017	FY2018	FY2019	FY2020	FY2021
<1" Service	\$7.05	\$7.35	\$7.50	\$7.50	\$7.50
1.25" to 1.5" Service	\$14.10	\$14.70	\$15.00	\$15.00	\$15.00
2" Service	\$22.56	\$23.52	\$24.00	\$24.00	\$24.00
3" Service	\$46.44	\$48.42	\$50.00	\$50.00	\$50.00
4" Service	\$68.15	\$71.04	\$72.00	\$72.00	\$72.00
6" Service	\$142.35	\$148.40	\$151.00	\$151.00	\$151.00

In addition to the above administrative fees that both resident and non-resident users pay, there is a usage rate for the amount of water that residents are using based on readings of the water meter. These usage rates, based on every 1,000 gallons used, can be seen below in the following tables:

Resident Water Usage Rates

FY2017	FY2018	FY2019	FY2020	FY2021
\$2.80	\$3.20	\$3.30	\$3.30	\$3.30

Non-Resident Water Usage Rates

FY2017	FY2018	FY2019	FY2020	FY2021
\$4.20	\$4.80	\$4.95	\$4.95	\$4.95

2.2.2 Regional Water Rate Comparison

As seen in the table below, the average monthly cost for residential water usage in the Village of Winnebago is currently above the regional average when a comparison is performed of stated municipal or water district rates as of July 2021. However, with differences in population, demographics, household income, etc., among these communities, this comparison should not be the sole factor in determining whether a rate increase is or is not justified. The numbers in the table below are based on a 3/4" residential water meter and incorporate all of the fees that the individual communities have implemented through their water rate ordinances including administrative fees and capital fees. An important item for consideration is that while rates can be compared on paper, needs of each community can vary greatly depending on existing infrastructure needs. For example, some of the comparable communities may have to replace lead service lines, update wells, install water treatment, replace water main, etc. The Village of Winnebago is in a relatively unique position compared to surrounding communities due to the debt obligation to the Four Rivers Sanitation Authority that is being collected through a capital improvement water usage fee and the large amount of transite water main that exists within the Village. If the capital debt for the Four Rivers Sanitation Authority was removed from the water billing, the Village of Winnebago would be in the lower quarter of average monthly water billing when compared to regional water utilities.

Table 2.2.2A - Regional Water Billing Comparison Chart

Item	Average Bill for 4,000 Gallons	% of MHI	Average Bill for 6,000 Gallons	% of MHI
South Beloit - IAW	\$49.47	0.98%	\$58.63	1.16%
Rockton	\$29.88	0.40%	\$34.84	0.46%
Roscoe - NPW	\$32.37	0.42%	\$40.79	0.53%
Machesney Park - NPW	\$32.37	0.53%	\$40.79	0.77%
Loves Park	\$25.23	0.51%	\$29.22	0.59%
Rockford	\$31.96	0.87%	\$39.61	1.07%
Byron	\$33.84	0.66%	\$41.14	0.80%
Stillman Valley	\$33.34	0.68%	\$41.74	0.85%
Forreston	\$37.52	0.83%	\$49.96	0.83%
Freeport	\$33.84	1.02%	\$37.76	1.13%
Lena	\$18.10	0.39%	\$22.40	0.48%
Stockton	\$38.31	1.05%	\$46.31	1.27%
Galena	\$28.16	0.43%	\$39.08	0.61%
Pecatonica	\$49.49	1.05%	\$65.29	1.39%
Average	\$33.98	0.70%	\$41.45	0.85%
Village of Winnebago	\$45.00	0.65%	\$65.00	0.94%

Due to the variation in total monthly water bill totals for the surrounding communities, it was decided to analyze the usage rates that these local communities are charging consumers as this will eliminate outliers in the data due to capital fees or administrative fees that are not uniform across all municipalities or water districts. Although each community may have its usage fee structure set up with different units, for the purposes of this study they have all been converted to a per 1,000-gallon rate.

Table 2.2.2B - Regional Usage Fee Comparison Chart

Item	Usage Fee Per 1000-Gallons
South Beloit - IAW	\$4.57
Rockton	\$2.47
Roscoe - NPW	\$4.21
Machesney Park - NPW	\$4.21
Loves Park	\$3.87
Rockford	\$3.82
Byron	\$3.65
Stillman Valley	\$4.20
Forreston	\$7.72
Freeport	\$1.96
Lena	\$2.15
Stockton	\$4.00

Item	Usage Fee Per 1000-Gallons
Galena	\$5.46
Pecatonica	\$7.90
Average	\$4.30
Village of Winnebago	\$3.30

The average rate paid per 1,000-gallons is \$4.07 and the standard deviation of rates from the surrounding communities is \$1.45. The standard deviation can be used to determine a range of fees that would be considered normal. This is done by adding and subtracting one standard deviation from the average user fee. Therefore, charges outside of the range of \$2.62 and \$5.52 for each 1,000 gallons consumed would be abnormal for the area. The Village of Winnebago's current water rate structure falls closer to the lower end of the standard deviation for the average regional water usage rates. It is recommended that the Village increase to a rate structure that will stay within this standard deviation range within the next five years while still staying competitive with local municipalities and water districts.

2.2.3 Annual Operating Revenues

The reported rates mentioned above, and the Village's capital fee structure generated approximately \$870,000 annually for the water enterprise fund between 2017-2020. There is an additional revenue line item for Intergovernmental Revenue that is the "Rock 39" maintenance agreement. This item averages approximately \$66,000 annually. The Village of Winnebago also levys a 1% sales tax that generates an average of \$217,000 annually to the water enterprise fund. The Village's financial audits can be found in Exhibit D for 2017-2020.

2.2.4 Annual Operating Expenses

Due to the debt obligation that the Village of Winnebago has incurred from the connection to the Four Rivers Sanitation Authority, the average annual expenses over the last 4 years are consistently increasing as user rates and the capital fee having remained flat after increasing in 2019. In 2021, the Village will begin making payments on the third and final amortized debt obligation to FRSA and will owe a total of \$415,653 annually until 2038 when the first loan is paid in full. For budgetary purposes, the Village incurred the full amount of principal from these loans as an expense in 2018 for \$6,535,965. Although the Village did not make the full payment on this debt in 2018, it incurred the long-term debt against its total net position and is now paying interest on the loans as an annual operating expense and

making payments on the principal from cash reserves. For the purposes of this report, we have not included this large debt in the total net position of the Village and have shown the interest and principal being paid each year against the net position of the water enterprise fund. Another added expenditure to the water enterprise fund was the addition of an administrative staff member being paid out of the annual operating budget for the water department. This cost is reflected in all future estimations of annual expenses. In addition to the additional annual expenses, the future expenses also reflect an anticipated Consumer Price Index increase of 2% annually. This is in line with historical data over the previous 10-years and assumes that levels during the COVID-19 pandemic are outliers compared to historical data.

2.2.5 Appropriate Account Reserves

AWWA provides guidelines for appropriate reserve levels based on the size of the utility and its operating expenses. One metric that is used is to determine a length of time that the utility would like to have dedicated reserves to account for operating expenses. The typical range of time is one to three months of operating expenses. Excluding capital improvements, average monthly operating costs for the Village's water system are \$86,374. Assuming three months of operating expenses are to be kept on hand, the balance of the water fund must be at least \$259,121. The fund currently far exceeds this amount, so by this standard, the water enterprise fund is in good standing by AWWA guidelines.

2.2.6 Existing Debt Obligation to Four Rivers Sanitation Authority

Due to the deterioration of the existing wastewater treatment facilities in the Village of Winnebago, a decision was made and approved by the Village Board to connect the Village of Winnebago to the Four Rivers Sanitation Authority (Formerly known as Rock River Water Reclamation District). This decision did not come without a significant financial burden to the Village. The total cost incurred for this conversion was \$11,104,141.24. To date, the Village has paid 24.6% of this cost. The table below shows the debt obligations that the Village took on as part of the connection project.

Table 2.2.6 - Debt Obligation to Four Rivers Sanitation Authority

Project	Construction Amount	Loan Period	Annual Loan Payment
Rehabilitation	\$2,053,008.25	N/A	Paid in Full
Plant Buy-In	\$676,370.00	N/A	Paid in Full
Trunk Line Phase C	\$4,675,725.00	Jan 2019 - July 2038	\$278,785.64

Project	Construction Amount	Loan Period	Annual Loan Payment
Pump Stn Elim/Plant Conv.	\$1,374,542.99	Aug 2019 - Feb 2039	\$81,830.18
Parallel Trnk/Upgr.-Corners*	\$2,324,495.00	Dec. 2021 - Jun 2041	\$55,037.62
Lump Sum Cash Payment		Dec. 2021 - One Time	\$1,400,000.00
Totals	\$11,104,141.24		\$415,653.44

*\$1,400,000.00 Lump Sum cash payment taken from \$2,324,495.00 cost for the Parallel Trunk/Upgrade-Corners project cost.

Total financed debt obligation \$924,495.00.

The Village of Winnebago will be making bi-annual payments to the Four Rivers Sanitation Authority totaling \$415,653.44 per year until the first loan is paid off in July of 2038 when the annual obligation drops to \$136,867.80. In February 2039, the total annual payment amount will drop to \$55,037.62. For the sake of this analysis, we are not considering a scenario where this debt drops away from the annual expenses incurred by the Village of Winnebago due to the remaining length of the loans encompassing a much longer period than the recommended length of the rate increases in this analysis.

2.2.7 Existing Debt Obligation the Illinois Environmental Protection Agency

In 2014, the Village of Winnebago decided that there was a need for the construction of a new elevated storage tank to provide additional potable water storage capacity for residents. The total project cost was \$2,265,000 and the IEPA forgave \$650,000 making the total debt obligation for the project \$1,615,000. Upon completion of this project in 2014, the Village began making payments on the following schedule as seen in the table below. The Village pays for this debt obligation with both user-generated revenue and revenue from the annual 1% sales tax that is credited to the water enterprise fund. The current 1% sales tax is active through the year 2032. Should the sales tax not be extended by the citizens of the Village in 2032, the Village will be in a position where there is not enough revenue being generated to pay off debt obligations and fund future necessary capital improvements without supplemental increases in the water usage rates to offset the 1% sales tax loss.

Table 2.2.7 - Debt Obligation to Illinois Environmental Protection Agency

Project	Construction Amount	Loan Period	Annual Loan Payment
Water Tower	\$1,615,000	Jan 2014 - Jan 2035	\$97,940

3.0 CAPITAL IMPROVEMENT FINANCING AND USER RATE CALCULATIONS

The Village of Winnebago's desired water utility capital improvement plan, as detailed in Section 3.1, will require significantly higher capital expenditures than the current fund can support. If the projected projects are to take place at the pace that the Village desires, \$4,148,000 of the total capital improvement project costs would be spent over the next five years. In comparison, a minimal amount of capital expenditure has been spent over the past two years for water system improvements. The increase in spending cannot be accomplished solely through raising user charges. In order to provide rate recommendations, several methods will be used to calculate the proposed user rates. The following sections details the capital planning methodology and details each method used for capital financing. The section concludes with a summary of the calculations and recommended approach for updated the rate structure.

3.1 Capital Improvement Plan

The Village of Winnebago water department has identified a list of capital improvement needs to adequately upgrade the Village's water supply and distribution network. This section will detail the needs of the system and demonstrate the financial obligations that these projects incur on the Village.

3.1.1 Desired Water Utility Capital Improvement Projects

The following Table 3.1.1 details the desired water utility capital improvement projects that were identified in discussions with Village of Winnebago public works representatives. It is our understanding that these projects are intended to be completed over the next 10-15 years due to the required capital commitment for each. The public works department has also indicated that they desire to have an average net increase in position of \$75,000 each year to assist in the completion of smaller improvement projects that are not necessarily identified in the projects below. This money could also be used to cover non-routine operations and maintenance expenses.

Table 3.1.1 Desired Capital Improvement Projects

Capital Project	Estimated Project Cost
Well #5 Construction	\$1,200,000.00
Transite Water Main Replacement	\$3,000,000.00
Residential Water Main Replacement (Cunningham, Clayton, Swift, Winnebago, Pecatonica)	\$1,868,000.00
Swift/School Water Main Looping	\$334,000.00
McNair Water Main Replacement	\$172,000.00

Capital Project	Estimated Project Cost
Elida Water Main Looping	\$300,000.00
Soper Water Main Looping	\$405,000.00
Winnebago Water Main Looping	\$1,080,000.00
Winnebago Highlands Water Main Looping	\$450,000.00
Total Capital Project Costs	\$8,810,000.00

3.1.2 Current Capital Improvement Charges

Currently, the Village of Winnebago charges consumers a capital fee to fund its annual Four Rivers Sanitation Authority debt obligations that are based on user consumption. Setting a capital fee based on usage carries an implied risk that the utility may not cover the annual capital debt obligation should consumption levels be lower than the average that was used to establish the capital fee. In these situations, the utility would be operating at a deficit for capital expenditures. With this in mind, it is recommended that future capital charges for consumers are based on a flat fee structure instead of usage-based. The information below shows the Village's annual capital usage fee that is currently used to satisfy debt obligations for the Four Rivers Sanitation Authority. The Village of Winnebago also supplements its debt obligations through a 1% sales tax that is in place through 2032 and currently generates approximately \$210,000 in revenue annually. This will help to account for any shortages from the capital fee user rate and the existing IEPA SRF loan for the water tower.

Current Capital Improvement Usage Fee for Sewer Hookup

FY2017	FY2018	FY2019	FY2020	FY2021
\$6.20	\$6.20	\$6.70	\$6.70	\$6.70

3.1.3 Capital Requirements to Complete Capital Improvements

To adequately demonstrate the amount of capital needed for the completion of the CIP plan over the next 15 years, we have broken out multiple scenarios for how the Village can choose to modify its water rate structure to fund these projects.

Scenario 1 - Local Water Enterprise Fund Cash Pay-As-You-Go Approach

In this scenario, the Village of Winnebago would commit to completing the capital improvement plan by utilizing only local funds from the water enterprise account. Utilizing this approach, the Village would need to have approximately \$587,335.00 available annually to cover the project costs. With a current consumer base of approximately 1,130 users, it would cost Village of Winnebago water users

approximately \$43.31 per month to cover these capital expenses. Currently, the \$6.70 per 1,000-gallon charge is costing users approximately \$35.51 per month (assumed 5,300-gallon average consumption per month) to cover the Four Rivers Sanitation Authority debt obligation. Putting this additional fee on the users for a total of \$78.82 in monthly capital fees is not a feasible option for the Village to stay within the regional average billing totals for water utilities. This would also immediately raise the average water bill to over 1.41% of the Village's median household income compared to the current amount of 0.86% of MHI as mentioned in Section 1.3.2. This option was eliminated from consideration after discussions with Village staff.

Scenario 2 - Locally Funded Selective Project Approach over 5 years

In this scenario, the Village of Winnebago would pare down the Capital Improvement Plan to select projects that would have the greatest impact on the water system and could be constructed within the next five years. The projects included in this analysis are:

Locally Funded 5-Year Project Breakdown

Year	Project	Estimated Cost
FY22	McNair Water Main Replacement	\$172,500.00
FY23	Swift/School Water Main Looping	\$334,500.00
FY24	Residential Water Main Replacement	\$1,868,000.00
FY25	Transite Water Main Replacement	\$1,080,000.00
FY26	Well #5 Construction	\$1,200,000.00
	Total Capital Costs	\$4,655,000.00

To take on these projects within five years, the Village would need to be able to generate \$931,000.00 per year in additional capital fee revenue. Taking the same approach as Scenario 1, this would result in an additional capital charge of \$68.66 per month to users. This is a higher amount than what resulted from Scenario 1. This option was eliminated from consideration after discussions with Village staff.

Scenario 3 - Combined Local Funding and IEPA SRF Funded 5-year Plan

In this scenario, the Village would pay for the proposed projects with a mixture of both local user-generated revenues, and long-term, low-interest loans from the IEPA SRF program. The IEPA SRF program allows municipal water utilities to amortize costs over a period of 20 years at an annually established interest rate. Current rates are 1.11% but are subject to change annually. By using the IEPA

SRF approach to funding the capital improvement plan projects, the Village would be able to implement capital fees on a flat-fee basis as the projects are constructed. Planning processes involved in the IEPA SRF process help to determine the specifics of the loan amount, interest rate, and period. Any debt obligation incurred through an IEPA loan would require prior approval from the Village Board, which gives the community the input on the approach to this funding mechanism. These fees would only be added to the water rate structure once the projects are approved for design and construction. As this scenario is the most cost-effective for the consumer base, it will be the recommended approach to financing the capital improvement plan.

3.2 User Rate Calculations

As the capital improvement plan is financed using both local dollars and low-interest loans, the Village of Winnebago Public Works Department has also expressed a desire to increase its usage-based revenue to keep up with increasing costs of system maintenance. As regulatory requirements increase and equipment becomes more mechanically complex, the costs of operations and maintenance for the water system increase.

3.2.1 Current Financial Conditions

Upon a financial review of the Village of Winnebago's annual audits from 2017-2020, it can be noted that the Village's current rate structure is putting the water department in a net positive position of an average of \$125,212 annually. This annual increase in net position gives the water department added flexibility when it comes to operational and maintenance expenses. However, the costs of annual maintenance are increasing, and there is upcoming well maintenance required for Wells 2, 3 and 4 that has not previously been factored into future financial projections. At the end of 2021, the Village of Winnebago will begin making payments on the final phase of the Four Rivers Sanitation Authority project that will cost the water enterprise fund an additional \$55,000 annually. The public works department has expressed a desire to establish water rates at a level that is going to produce an additional \$75,000 of capital for projects that can be added to the current budgetary line item for water sewer upgrades of \$75,000 for a total anticipated capital expense averaging \$150,000. The Village's financial projections worksheet can be found in Exhibit E.

4.0 RECOMMENDATIONS

4.1 User Rate Increase

The overall goal for this user rate increase is to generate an additional \$75,000 annually in revenue for the water department to provide funding for the identified capital improvement projects list.

Throughout the course of this study it was determined that the following rate structure will need to be implemented for the Village of Winnebago over the next five years on a per 1,000-gallon basis:

Table 4.1 - Proposed User Rate Increase

Year	FY2022	FY2023	FY2024	FY2025	FY2026
Increase	10%	8%	8%	5%	3%
Rate	\$3.63	\$3.92	\$4.23	\$4.45	\$4.58

Table 4.2 - Proposed Water Administration Fixed-Fee Rate Increase

Year	FY2022	FY2023	FY2024	FY2025	FY2026
Increase	10%	8%	8%	5%	3%
Rate	\$5.50	\$5.94	\$6.42	\$6.74	\$6.94

This user rate increase also accounts for an additional \$300,000 in operations and maintenance expenses that the Village of Winnebago water department is anticipating for well and elevated storage tank maintenance activities. It should be noted that these rates are for a residential 3/4" water service and that the goals of this water rate study are only met should Section 4.4 of this report be accommodated. To adequately increase the revenue of the water system, all usage rates for the various service sizes should be modified to match the percentage increases proposed to the 3/4" water service usage rates.

4.2 Capital Improvement Plan Funding

Capital Improvement Plan funding should be paid for on a pay-as-you-go basis with a flat monthly user fee implemented to cover the established annual debt service for projects that are going to be financed through the IEPA SRF low-interest loan program. The figure below details the anticipated project costs and the monthly fee associated with them. It should be noted that the Village of Winnebago would not implement these fees until a loan agreement has been signed with the IEPA. This flat fee can be added to the water rate structure via a modification to the ordinance when the Village board authorizes the water department to proceed with the projects.

Table 4.3 - Capital Improvement Project Debt Obligation Breakdown

Project	Total Cost	Monthly Debt Service Flat Fee
Residential Water Main Replacement	\$1,868,000	\$7.61
Transite Water Main Replacement	\$1,080,000	\$4.40
Well #5 Construction	\$1,200,000	\$4.88

4.3 Current Capital Obligation Funding

Upon analysis of the current capital collection structure, the Village of Winnebago is currently collecting sufficient funds with its capital charge for the sewer connection to cover the annual debt service obligations to the FRSA loans. In 2020 the Village collected \$477,442 from this capital fee while expenses were \$360,615. Beginning in 2022 the Village will incur the full annual debt service obligation to FRSA for a total of \$415,653.44. Based on this information, the capital fee for the sewer connection is collecting sufficient funds to pay for this debt. The Village is using the 1% sales tax to assist in the annual debt service obligation of \$97,940 to the IEPA for the tower project completed in 2014. In 2020, sales tax revenue was \$248,647. This sales tax is funding both the IEPA debt service and supplementing additional water department expenses.

While the Village is currently generating enough revenue between the sales tax and the capital fee based on usage, we recommend that the Village considers implementing a flat fee structure to satisfy debt obligations in the future. This will mitigate risk from consumption variation that may result in the Village not generating enough revenue to cover its debt obligations without having to pull cash from reserves. For reference, a flat fee for both the FRSA and IEPA debts would be \$30.63/mo and \$7.22/mo respectively.

4.4 American Rescue Plan Act Funding

In 2021, the United States Federal Government announced the American Rescue Plan Act of 2021 which included an allotment of funds for municipalities across the nation. The funding is being administered through the State of Illinois and will consist of 2 payments. The first in 2021 and the second in 2022. The Village of Winnebago will be receiving a total of \$406,610 to be used for water, sewer or broadband projects. This funding can be used for a wide variety of capital improvements or operations and maintenance related expenses, but cannot be used to pay down existing debt obligations. After discussions with the Village of Winnebago regarding the allocation of the received ARPA funding, we

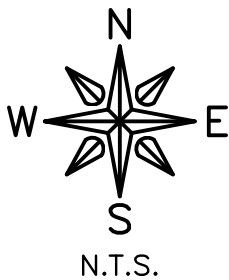
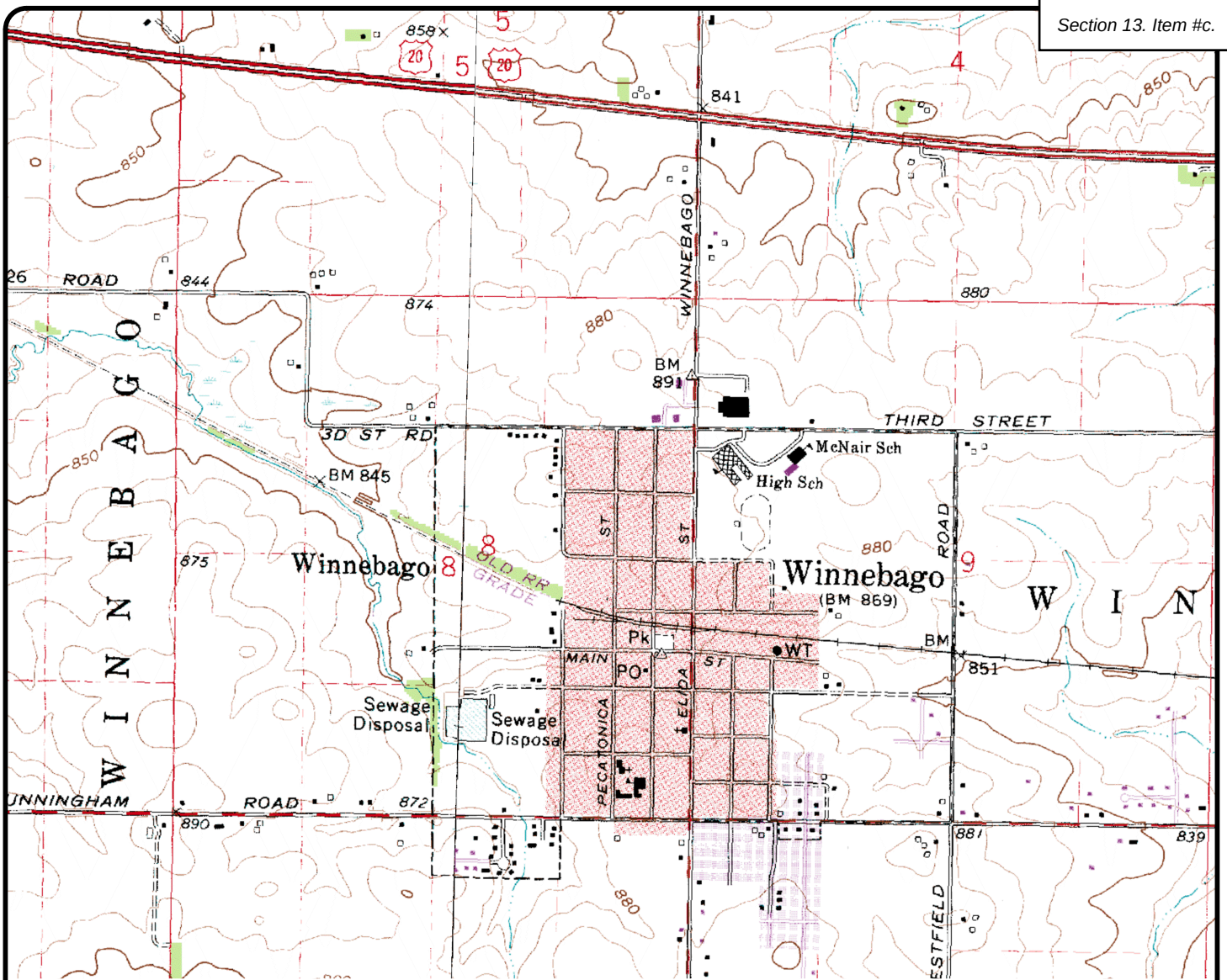
have factored in 50% of these funds to the total capital increase calculations. This has allowed the water department to recommend a much lower water rate increase than what would have been necessary should the ARPA funding not be allocated to water improvements. For reference, the rate increase structure required to obtain the minimum capital funding required by the water department would have been 15% in the first year followed by 12%, 12%, 8%, 5% in the subsequent four years.

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Exhibits

Exhibit A

General Location Map



SITE LOCATION MAP VILLAGE OF WINNEBAGO WINNEBAGO, IL 61088

09/20/21

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ILLINOIS

IOWA

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Exhibit B

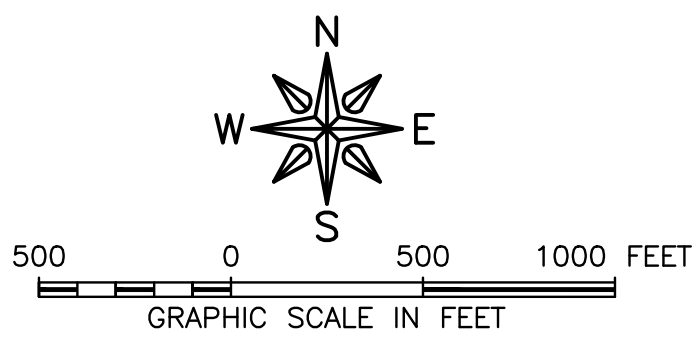
Village of Winnebago Water Utility Overview Map

WATER DISTRIBUTION MAP
VILLAGE OF
WINNEBAGO
WINNEBAGO COUNTY,
ILLINOIS



LEGEND

- VILLAGE LIMITS
- PLATTED LOT LINES
- UNPLATTED OWNERSHIP LINE
- EXISTING HYDRANT & NUMBER
- EXISTING VALVE
- WATER SERVICE 1 1/4"
- WATER MAIN 3"
- WATER MAIN 4"
- WATER MAIN 6"
- WATER MAIN 8"
- WATER MAIN 10"
- WATER MAIN 12"
- MUNICIPAL WELL LOCATION
- WATER TOWER LOCATION



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Exhibit C

Current and Previous Water Rate Ordinance

ORDINANCE NO. 2017 - 01

**AN ORDINANCE ESTABLISHING NEW WATER RATES AND FEES FOR THE USE OF
AND SERVICE SUPPLIED BY THE WATERWORKS SYSTEM OF THE VILLAGE OF
WINNEBAGO, SEWER CONNECTION FEES FOR ONLY THOSE PROPERTIES
IDENTIFIED IN THE INTERGOVERNMENTAL AGREEMENT BETWEEN THE
VILLAGE OF WINNEBAGO AND THE ROCK RIVER WATER RECLAMATION
DISTRICT; AND A CAPITAL FEE**

WHEREAS, the Village of Winnebago operates a potable water system within the Village, and has previously established rates for the usage of its water system; and

WHEREAS, the Village of Winnebago conveyed ownership of its sewer collection system and treatment facility to the Rock River Water Reclamation District by Intergovernmental Agreement (IGA) between the Village of Winnebago and Rock River Water Reclamation District dated December 21, 2011, with amendment thereto dated April 3, 2012, and with the acquisition approved by the Winnebago County Circuit Court in Case No. 2012-MR-339 on May 11, 2012; and

WHEREAS, Rock River Water Reclamation District operates the sewer system servicing the Village of Winnebago, as per the IGA; and

WHEREAS, the current ordinance 2011-06 as amended via Ordinance No. 2014-06, provided rates and fees through December 31, 2016, and a new ordinance is, thus, needed to provide for rates and fees after December 31, 2016; and

WHEREAS, the Board of Trustees of the Village of Winnebago feels it is in the best interest of the citizenry of the Village to establish a new ordinance providing for water rates and water meter, water connection, water administration, and water shutoff fees; sewer connection fees which apply only to those properties identified in Group Exhibit "A" to this ordinance, reflecting those properties served by the then sewage collection system identified in said exhibit at the time the aforesaid IGA was executed with the Rock River Water Reclamation District, and for which a plant buy-in fee was paid on behalf of each of the given properties by the Village of Winnebago; and a capital fee based on water usage to cover current and future capital improvements to the Village's waterworks system and to help subsidize the Village's approximate \$11,5000.00 debt incurred in conveying the Village's sewer collection system and treatment facility to the Rock River Water Reclamation District, which conveyance was at a significant savings of what would have been required for the Village to perform the necessary upgrades to its own sewer system required by the Illinois Environmental Protection Agency (IEPA); and

WHEREAS, the capital usage rate charge referenced above needs to be listed separately for water and sewer since not all properties have potential access to both water and sewer from the available infrastructure.

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

SECTION I – RATES AND FEES

A. IN GENERAL. The new rates and fees listed hereinbelow for the use of and for the service supplied by the Village of Winnebago shall be and hereby are established, with the rates and fees for users outside the Village of Winnebago corporate limits being 150% of the rate for the given service for users within the corporate limits of the Village of Winnebago, and with such rates and fees commencing at the beginning of the calendar year for each of the respective years listed.

B. WATERWORKS:

1. WATER METER FEES. Village resident customers must pay all associated costs for new water meter installation as determined at the time the connection permit application is submitted, and which are separate from connection fees referenced below. These costs shall include the material cost of the meter and necessary accessories, plus labor for installation and inspection. This water meter fee must be paid before the water service is turned on. For customers who are not Village residents, the cost shall be 150% of all associated costs for new water meter installation, as determined at the time the connection permit application is submitted, as referenced above. The water meter shall be the property of the Village of Winnebago, but the user shall be responsible for maintenance of the meter and replacement of the meter for any reason, including but not limited to, willful or malicious damage, negligence, or damage sustained by freezing or caused by hot water backing through the same, except for the normal scheduled replacement of the water meter by the Village after the meter's normal life expectancy which is generally 14-20 years,

2. WATER CONNECTION FEES. There shall be and hereby are established the following water connection fees based on the size of the service and whether the person or entity connecting is a Village resident or non-resident, established with the intent to collect from each new customer that customer's proportional cost of constructing the water supply, treatment, and distribution systems, and with the goal that the growth pay for itself, rather than using revenue from existing customers to subsidize the cost of meeting additional demand from new customers:

Resident Water Connection Fee Schedule

≤ 1-inch service	\$1,911.00
1.25 to 1.5-inch service	\$5,449.00
2-inch service	\$8,695.00
3-inch service	\$17,389.00
4-inch service	\$27,243.00
6-inch service	\$54,486.00

Non-Resident Water Connection Fee Schedule

≤ 1-inch service	\$2,866.00
1.25 to 1.5-inch service	\$8,173.00
2-inch service	\$13,042.00
3-inch service	\$26,084.00
4-inch service	\$40,864.00
6-inch service	\$81,729.00

The fees listed above shall not include any water used during construction. Further, if there is no Buffalo Box in place on the premises, then in addition to the above costs, \$1,500.00 shall be due. The fees listed above shall remain in effect until such time as they are amended by the Village Board of Trustees.

3. a) **MONTHLY FIXED WATER ADMINISTRATION FEES.** There shall be and hereby are established the following fixed monthly water administration fees based on water meter size to reflect the increased demand placed on the water system by higher levels of usage, and to be assessed as a base bill whether or not a given customer uses any water during a given billing period, as the monthly fixed charges are structured to cover overhead and administrative costs that remain relatively constant, such as administrative overhead, utility management, meter reading, billing, customer service, replacement of meters on a regular basis, and government-mandated permit and testing fees, with such monthly fixed water administration fees based on whether the customer is a resident or non-resident of the Village:

Resident Monthly Fixed Water Administration Fees

	FY 2017	FY 2018	FY 2019	FY2020	FY2021
< 1-inch service	\$4.70	\$4.90	\$5.00	\$5.00	\$5.00
1.25 to 1.5-inch	\$9.40	\$9.80	\$10.00	\$10.00	\$10.00
2-inch service	\$15.04	\$15.68	\$16.00	\$16.00	\$16.00
3-inch service	\$30.96	\$32.28	\$33.00	\$33.00	\$33.00
4-inch service	\$45.43	\$47.36	\$48.00	\$48.00	\$48.00
6-inch service	\$94.90	\$98.93	\$101.00	\$101.00	\$101.00

Non-Resident Monthly Fixed Water Administration Fees

	FY 2017	FY 2018	FY 2019	FY2020	FY2021
< 1-inch service	\$7.05	\$7.35	\$7.50	\$7.50	\$7.50
1.25 to 1.5-inch	\$14.10	\$14.70	\$15.00	\$15.00	\$15.00
2-inch service	\$22.56	\$23.52	\$24.00	\$24.00	\$24.00
3-inch service	\$46.44	\$48.42	\$50.00	\$50.00	\$50.00
4-inch service	\$68.15	\$71.04	\$72.00	\$72.00	\$72.00
6-inch service	\$142.35	\$148.40	\$151.00	\$151.00	\$151.00

b) A water administration fee shall also be assessed to non-metered water services that are used only for fire suppression based on the size of the service.

c) No water administration fee shall be assessed for water if the water is shut off, voluntarily or involuntarily, for the period of time that the water is shut off.

4. MONTHLY USAGE WATER RATES. In addition to the above water administration fees, there shall be the following rates established to be charged for each residential, commercial, industrial, and municipal user of the waterworks service for actual usage, per 1,000 gallons, as stated below, based on whether the user is a Village resident or non-resident, with such rates in effect from the bill mailed out February 1, 2017, covering the time period of December 30, 2016, through January 30, 2017, through services rendered through December 31st of fiscal year 2021.

Resident Water Usage Rates

FY 2017	FY 2018	FY 2019	FY2020	FY2021
\$2.80	\$3.20	\$3.30	\$3.30	\$3.30

Non-Resident Water Usage Rates

FY 2017	FY 2018	FY 2019	FY2020	FY2021
\$4.20	\$4.80	\$4.95	\$4.95	\$4.95

5. WATER SHUTOFF FEE:

a) For any water bill not paid by the 15th of any given month for which a late fee of 15% as described hereinbelow shall have been assessed, and not paid by the time the next month's bill is sent out, a second notice shall be sent with the next month's bill listing the amount currently overdue, the late payment penalty amount, the Village's water service shutoff policy, and the customer's due process rights. If the overdue balance is not paid within 15 days of said second notice, a Village Public Works employee shall post a shutoff tag on the customer's front door, and a \$25.00 tag fee shall be added to the respective customer's account. If the overdue balance and all subsequent fees are not paid within 48 hours of posting the shutoff tag, the Public Works Department personnel shall shut off the customer's water service, this shutoff shall be considered an involuntary shutoff, and a \$100.00 shutoff fee shall be added to the outstanding balance. This shutoff or disconnect fee shall include one turn off and one subsequent turn on of the water by a designated Village employee. Delinquent customers must pay the entire past due amount, late payment penalty, and the total of \$125.00 in additional fees as outlined above before water service shall be restored. In the event turn on of water, whether for initial service or restoration of water service, is requested for scheduling at a time other than normal Village business hours, an additional fee of \$50.00 shall be assessed, and such fee, along with all other charges referenced above must be paid before the water is turned on.

b) In the event water is temporarily shut off at the request of the customer the shutoff shall be considered as a voluntary shutoff and the shutoff fee shall be \$50.00. This shutoff or disconnect fee shall, likewise, include one turn off and one subsequent turn on of the water by a designated Village employee.

c) The water account holder or his or her designated representative must be present and sign the Village work order at the time the respective Village employee turns on the water.

C. SEWER

1. **SEWER CONNECTION FEES.** Only as to those properties referenced hereinbelow in this paragraph, there shall be and hereby are established the following sewer connection fees based on the water service size and whether the person or entity connecting is a Village resident or non-resident, established with the intent to collect from each new customer that customer's proportional cost of constructing the wastewater collection, treatment, and discharge systems, in accordance with the terms of the aforesaid IGA with the Rock River Water Reclamation District, and with the goal that the growth pay for itself, rather than using revenue from existing customers to subsidize the cost of meeting additional demand from new customers. These fees shall apply only to the properties as served by the then current sewage collection system identified in Exhibit B 2 of the IGA, as amended, between the Village of Winnebago and the Rock River Water Reclamation District because for these properties a plant buy-in fee to Rock River Water Reclamation District was paid by the Village of Winnebago. A copy of the map depicting the affected properties, as well as the listing of such properties marked Group Exhibit "A" is attached hereto, incorporated herein, and made a part hereof.

Resident Sewer Connection Fee Schedule

≤ 1-inch service	\$3,292.00
1.25 to 1.5-inch service	\$9,390.00
2-inch service	\$15,071.00
3-inch service	\$30,141.00
4-inch service	\$46,951.00
6-inch service	\$93,901.00

Non-Resident Sewer Connection Fee Schedule

≤ 1-inch service	\$4,938.00
1.25 to 1.5-inch service	\$14,085.00
2-inch service	\$22,606.00
3-inch service	\$45,212.00
4-inch service	\$70,426.00
6-inch service	\$140,852.00

In the event street repairs will be necessitated due to the sewer connection, in addition to the aforesaid connection fees, there shall also be a \$2,000.00 refundable deposit provided that the owner or developer makes the necessary street repairs necessitated by the sewer connection within one year from the date of such connection. If such repairs are not made within the prescribed time period, the \$2,000.00 deposit shall no longer be refundable, and rather shall become the property of the Village of Winnebago, Illinois, to be used to make the necessary street repairs. In addition, the owner and developer shall be jointly and severally liable to the Village for any difference in the deposit amount and the actual cost to the Village to make the necessary street repairs. The fees listed above shall remain in effect until such time as they are amended by the Village Board of Trustees.

2. MONTHLY FIXED SEWER ADMINISTRATION CHARGES. There shall be and hereby are established the following fixed monthly sewer administration charges based on water meter size to reflect the increased demand placed on the sewer system by higher levels of usage, and to be assessed as a base bill whether or not a given customer uses any water during a given billing period, as the monthly fixed charges are structured to cover overhead and administrative costs that remain relatively constant, such as administrative overhead, required reporting to the Rock River Water Reclamation District for the District's billing purposes, billing, and customer service, with such monthly fixed sewer administration charges based on whether the customer is a resident or non-resident of the Village:

Resident Monthly Fixed Sewer Administration Charges

	FY 2017	FY 2018	FY 2019	FY2020	FY2021
< 1-inch service	\$4.70	\$4.90	\$5.00	\$5.00	\$5.00
1.25 to 1.5-inch	\$9.40	\$9.80	\$10.00	\$10.00	\$10.00
2-inch service	\$15.04	\$15.68	\$16.00	\$16.00	\$16.00
3-inch service	\$30.96	\$32.28	\$33.00	\$33.00	\$33.00
4-inch service	\$45.43	\$47.36	\$48.00	\$48.00	\$48.00
6-inch service	\$94.90	\$98.93	\$101.00	\$101.00	\$101.00

Non-Resident Monthly Fixed Sewer Administration Charges

	FY 2017	FY 2018	FY 2019	FY2020	FY2021
< 1-inch service	\$7.05	\$7.35	\$7.50	\$7.50	\$7.50
1.25 to 1.5-inch	\$14.10	\$14.70	\$15.00	\$15.00	\$15.00
2-inch service	\$22.56	\$23.52	\$24.00	\$24.00	\$24.00
3-inch service	\$46.44	\$48.42	\$50.00	\$50.00	\$50.00
4-inch service	\$68.15	\$71.04	\$72.00	\$72.00	\$72.00
6-inch service	\$142.35	\$148.40	\$151.00	\$151.00	\$151.00

However, no fixed charges shall be assessed for sewer administration if the water is shut off, voluntarily or involuntarily, for the period of time that the water is shut off.

3. MONTHLY CAPITAL FEE. In addition to the above fixed water and sewer administration fees, there shall be the following capital fee, based on the water usage rate established to be charged for each residential, commercial, industrial, and municipal user of the Village's waterworks service to be assessed against any user of the Village's waterworks system and/or the sewer service provided by the Rock River Water Reclamation District, through the IGA referenced above, to cover current and future capital improvements to the Village's waterworks system, and to help subsidize the Village's approximate \$11,500,000.00 debt incurred in conveying the Village's sewer collection system and treatment facility to the Rock River Water Reclamation District, such that the District, rather than the Village assumed responsibility for the same upon acquisition. This capital usage rate charge is to be calculated on actual usage, per 1,000 gallons, as stated below, based on whether the user is a Village resident or non-resident.

Resident Capital Fee Usage Rates/1,000 gallons

FY 2017	FY 2018	FY 2019	FY2020	FY2021
\$6.20	\$6.20	\$6.70	\$6.70	\$6.70

Non-Resident Capital Fee Usage Rates/1,000 gallons

FY 2017	FY 2018	FY 2019	FY2020	FY2021
\$9.30	\$9.30	\$10.05	\$10.05	\$10.05

For any user that is a user of Rock River Water Reclamation's sewer services only, the following rates shall apply, depending upon whether such user is a Village resident or non-resident, and with the calculation based on the rate in effect at the time of the respective billing for 6,000 gallons of water usage per month, as there is no practical way to measure only sewer usage:

Resident Sewer User Only Sewer Capital Fee Usage Rates

FY 2017	FY 2018	FY 2019	FY2020	FY2021
\$37.20	\$37.20	\$40.20	\$40.20	\$40.20

Non-Resident Sewer User Only Sewer Capital Fee Usage Rates

FY 2017	FY 2018	FY 2019	FY2020	FY2021
\$55.80	\$55.80	\$60.30	\$60.30	\$60.30

D. LATE PAYMENT PENALTY

A service charge of 15% shall apply to any outstanding bill covered by this ordinance that is not paid in full by the 15th of a given month.

SECTION II - RECORDING OF ORDINANCE

A copy of this ordinance, properly certified by the Village Clerk, shall be filed in the office of the Recorder of deeds of Winnebago County, Illinois and shall be deemed notice to all owners of real estate of their liability for service supplied to any user of the Village's waterworks system and/or the services provided by the Rock River Water Reclamation District through the aforesaid IGA between the District and the Village of Winnebago on the user's respective property.

SECTION III- EFFECT ON PRIOR ORDINANCES

All ordinances and/or parts of ordinances previously passed and approved that are in conflict with the provisions of the instant ordinance are repealed insofar as they conflict with this ordinance.

SECTION IV- EFFECTIVE DATE OF ORDINANCE

This ordinance shall be in full force and effect upon its passage, approval, publication, and recording, as provided by law, and rates for services and fees described herein shall be applicable on bills mailed out on February 1, 2017, covering the time period of December 30, 2016 through January 30, 2017.

APPROVED:

Franklin J. Eubank ,Jr. President of the
Board of Trustees of the Village of Winnebago, Illinois

ATTEST:

Sally Jo Huggins, Village Clerk

PASSED: _____

APPROVED: _____

RECORDED: _____

Exhibit D

Financial Statements for FY2017, FY2018, FY2019 and FY2020

VILLAGE OF WINNEBAGO, ILLINOIS

Statement of Net Position

Proprietary Fund

December 31, 2017

	Enterprise Fund – Water Fund
Current assets	
Cash and cash equivalents	\$ 1,131,437
Receivables – utility users, net of allowance of \$10,000	76,138
Receivables – grants and sales taxes	52,365
Prepaid items	16,675
Total current assets	<u>1,276,615</u>
Noncurrent assets	
Fixed assets, net of accumulated depreciation	3,403,425
Total assets	<u>4,680,040</u>
Deferred outflows of resources – pension	17,894
Total assets and deferred outflows of resources	<u>\$ 4,697,934</u>
Liabilities – current	
Accounts payable	38,914
Accrued payroll	5,944
Current portion of long-term debt	69,542
Compensated absences	2,783
Total current liabilities	<u>117,183</u>
Long-term liabilities	
Net pension liability	70,898
Long-term debt, net of current maturities	1,371,199
Total long - term liabilities	<u>1,442,097</u>
Deferred inflows of resources – pension	53,188
Total liabilities and deferred inflows of resources	<u>1,612,468</u>
Net position	
Invested in capital assets	1,962,684
Unrestricted:	
Undesignated	1,018,782
Designated for long-term debt	104,000
Total unrestricted	<u>1,122,782</u>
Total net position	<u>3,085,466</u>
Total liabilities and net position	<u>\$ 4,697,934</u>

See accompanying notes to financial statements.

VILLAGE OF WINNEBAGO, ILLINOIS

Statement of Revenues, Expenses and Changes in Net Position

Proprietary Fund

For the Year Ended December 31, 2017

	<u>Enterprise Fund – Water Fund</u>
Operating revenues	
Refuse and recycling revenue	\$ 186,768
Capital charge – sewer hook-up	454,723
Water revenue	373,196
Water deposit revenue	(110)
Intergovernmental revenue	64,281
Miscellaneous revenue	<u>4,562</u>
Total operating revenues	<u>1,083,420</u>
Operating expenses	
Water department	375,675
Refuse and recycling expenses	181,513
Depreciation	<u>228,102</u>
Total operating expenses	<u>785,290</u>
Operating income	<u>298,130</u>
Non-operating revenues (expenses)	
Interest income	6,900
Gain on sale of capital assets	3,373
1% sales tax income	<u>208,891</u>
Total non-operating revenues (expenses)	<u>219,164</u>
Net increase in net position	517,294
Net position	
Net position – beginning	<u>2,568,172</u>
Net position – ending	\$ <u>3,085,466</u>

See accompanying notes to financial statements.

VILLAGE OF WINNEBAGO, ILLINOIS

Statement of Cash Flows

Proprietary Fund

For the Year Ended December 31, 2017

	Enterprise Fund - Water Fund
• Cash flows from operating activities	
Receipts from customers	\$ 1,084,014
Payments to suppliers	(565,665)
Payments to employees	(204,680)
Payments for interest to IEPA loan	(29,764)
Net cash flows from operating activities	<u>283,905</u>
• Cash flows from capital and related financing activities	
Payments to IEPA loan	(68,176)
Proceeds from sale of capital assets	3,373
Purchase of and construction of fixed assets	(79,608)
Net cash flows from capital financing activities	<u>(144,411)</u>
• Cash flows from non-capital financing activities	
Receipts from 1% sales tax	207,649
Net cash flows from non-capital financing activities	<u>207,649</u>
Cash flows from investing activities	
Interest on investments	6,900
Net increase in cash and cash equivalents	354,043
Cash and cash equivalents, beginning of year	777,394
Cash and cash equivalents, end of year	\$ <u>1,131,437</u>
Reconciliation of operating loss to net cash provided by operating activities	
Net operating income	298,130
Adjustment to reconcile net operating loss to net cash provided by operating activities:	
Depreciation expense	228,102
Increase (decrease) in cash flows due to changes in:	
Utility accounts receivable	594
Prepaid expenses	(1,823)
Deferred pension expense	3,720
Accounts payable	(249,518)
Accrued payroll	(110)
Compensated absences	749
Pension liability	4,061
Net cash flows from operating activities	\$ <u>283,905</u>

See accompanying notes to financial statements.

VILLAGE OF WINNEBAGO

Notes to Financial Statements

(10) Compensated Absences

The governmental and business-type activities compensated absences activity for the year ended December 31, 2017 was as follows:

		Beginning			Ending
		Balance	Additions	Reductions	Balance
Governmental activities	\$	<u>23,000</u>	<u>25,514</u>	<u>23,000</u>	<u>25,514</u>
Business-type activities	\$	<u>2,034</u>	<u>2,783</u>	<u>2,034</u>	<u>2,783</u>

(11) Notes Payable

Illinois Environmental Protection Agency Notes Payable

On January 22, 2014, the Village obtained financing from the Illinois Environmental Protection Agency (IEPA) for \$2,265,000 to upgrade its potable water system. A portion of the upgrade included construction of a new water tower. Construction began during the first quarter of 2014 and was completed in July 2015. The loan accrues interest at 1.995% and will mature on January 21, 2035.

Loan disbursements totaled \$2,122,296 and the Illinois Environmental Protection Agency forgave \$650,000 of the loan. The Village began repayment in July, 2015 with bi-annual payments. In 2017, payments of principal (\$68,175) and interest (\$29,765) were made.

Future debt obligations at December 31, 2017 under notes payable are due as follows:

Year ending December 31:	Principal	Interest	Total Payment
2018	69,542	28,398	97,940
2019	70,936	27,004	97,940
2020	72,359	25,581	97,940
2021	73,809	24,130	97,939
2022	75,289	22,651	97,940
2023-2027	399,674	89,996	489,670
2028-2032	441,412	48,287	489,699
2033-2036	<u>237,720</u>	<u>7,160</u>	<u>244,880</u>
Total	\$ <u>1,440,741</u>	<u>273,207</u>	<u>1,713,948</u>

VILLAGE OF WINNEBAGO, ILLINOIS

Schedule of Revenues, Expenses and Changes in Net Position – Budget to Actual

Proprietary Fund Types Enterprise Fund – Water Fund

For the Year Ended December 31, 2017

	Original Budget	Final Budget	Actual	Over (Under) Budget
Operating revenues				
Water service income	\$ 360,000	360,000	371,696	11,696
Capital charge – sewer hook-up	496,000	496,000	454,723	(41,277)
Water hook-up fees	31,065	31,065	1,500	(29,565)
Sewer hook-up fees	53,535	53,535	–	(53,535)
Water deposit revenue	1,000	1,000	(110)	(1,110)
Garbage charges	183,210	183,210	186,768	3,558
Recapture and impact fees	7,000	7,000	–	(7,000)
Intergovernmental income	59,759	59,759	64,281	4,522
Miscellaneous revenue	10,500	10,500	4,562	(5,938)
Total operating revenues	1,202,069	1,202,069	1,083,420	(118,649)
Operating expenses				
Office salary	49,659	49,659	40,509	(9,150)
Rock 39 salary	–	–	684	684
Part-time wages	6,250	6,250	–	(6,250)
Meter reader	25,636	25,636	20,265	(5,371)
Plant operator	71,791	71,791	57,275	(14,516)
Public works wages	38,769	38,769	27,097	(11,672)
Health insurance	40,968	40,968	28,905	(12,063)
Payroll taxes	17,635	17,635	11,716	(5,919)
Employee benefits	28,242	28,242	18,868	(9,374)
IMRF – GASB 68	–	–	7,781	7,781
Building water usage	250	1,050	965	(85)
Alarm system	4,000	4,000	3,061	(939)
Chemicals	6,250	6,250	4,577	(1,673)
Engineering	15,000	15,000	6,296	(8,704)
Garbage expense	225,000	225,000	181,513	(43,487)
Liability insurance	18,750	18,750	14,674	(4,076)
Equipment maintenance	10,000	10,000	8,413	(1,587)
Office and computer equipment	1,250	1,250	–	(1,250)
Operating supplies	50,000	49,200	26,365	(22,835)
Postage	7,500	7,500	3,996	(3,504)
Pre-employment physical	750	750	–	(750)
Printing	1,875	1,875	–	(1,875)
Professional fees	2,900	2,900	1,347	(1,553)

(Continued)

VILLAGE OF WINNEBAGO, ILLINOIS
Schedule of Revenues, Expenses
and Changes in Net Position – Budget to Actual
Proprietary Fund Types
Enterprise Fund – Water Fund
For the Year Ended December 31, 2017

	Original Budget	Final Budget	Actual	Over (Under) Budget
Operating expenses (continued)				
Publishing/advertising	\$ 1,250	1,250	79	(1,171)
WINGIS	2,175	2,175	1,753	(422)
Rental and small equipment	9,375	9,375	3,056	(6,319)
Telephone	3,375	3,375	2,733	(642)
Travel and training	2,500	2,500	685	(1,815)
Utilities	41,875	41,875	33,033	(8,842)
Water analysis	3,125	3,125	3,219	94
Fuel, grease and oil	15,625	15,625	5,573	(10,052)
Recapture fees	4,375	4,375	–	(4,375)
Impact fees	4,375	4,375	–	(4,375)
Water sewer upgrade	62,500	62,500	1,280	(61,220)
Sullivan's payback agreement	15,000	15,000	11,706	(3,294)
IEPA – interest expense	122,425	122,425	29,764	(92,661)
Equipment sinking fund	56,250	56,250	–	(56,250)
Depreciation	275,000	275,000	228,102	(46,898)
Contingency	63,448	63,448	–	(63,448)
Capital outlay	56,250	56,250	–	(56,250)
Total operating expenses	<u>1,361,398</u>	<u>1,361,398</u>	<u>785,290</u>	<u>(576,108)</u>
Operating income	<u>(159,329)</u>	<u>(159,329)</u>	<u>298,130</u>	<u>457,459</u>
Nonoperating income (expense)				
Interest income	4,400	4,400	6,900	2,500
Miscellaneous income	5,000	5,000	3,373	(1,627)
1% sales tax income	201,000	201,000	208,891	7,891
Total nonoperating income (expenses)	<u>210,400</u>	<u>210,400</u>	<u>219,164</u>	<u>8,764</u>
Income before other financing sources	51,071	51,071	517,294	466,223
Special item –				
Rock River Water Reclamation District				
costs related to intergovernmental				
agreement for sanitary system	<u>(375,000)</u>	<u>(375,000)</u>	<u>–</u>	<u>375,000</u>
Change in net assets	\$ <u>(323,929)</u>	<u>(323,929)</u>	517,294	<u>841,223</u>
Net position				
Beginning			2,568,172	
Ending		\$	<u>3,085,466</u>	

VILLAGE OF WINNEBAGO, ILLINOIS

Statement of Net Position

Proprietary Fund

December 31, 2018

	Enterprise Fund – Water Fund
Current assets	
Cash and cash equivalents	\$ 1,513,828
Receivables – utility users, net of allowance of \$10,000	75,988
Receivables – grants and sales taxes	57,127
Prepaid items	16,445
Due from other funds	5,002
Total current assets	<u>1,668,390</u>
Noncurrent assets	
Fixed assets, net of accumulated depreciation	3,585,908
Total assets	<u>5,254,298</u>
Deferred outflows of resources – pension	65,233
Total assets and deferred outflows of resources	<u>\$ 5,319,531</u>
Liabilities – current	
Accounts payable	105,287
Accrued payroll	6,372
Current portion of long-term debt	276,373
Total current liabilities	<u>388,032</u>
Long-term liabilities –	
Long-term debt, net of current maturities	7,764,160
Deferred inflows of resources – pension	36,596
Total liabilities and deferred inflows of resources	<u>8,188,788</u>
Net position	
Invested in capital assets	2,214,708
Unrestricted:	
Undesignated deficit	(5,232,965)
Designated for long-term debt	149,000
Total unrestricted	<u>(5,083,965)</u>
Total net position	<u>(2,869,257)</u>
Total liabilities and net position	<u>\$ 5,319,531</u>

See accompanying notes to financial statements.

VILLAGE OF WINNEBAGO, ILLINOIS

Statement of Revenues, Expenses and Changes in Net Position

Proprietary Fund

For the Year Ended December 31, 2018

	<u>Enterprise Fund – Water Fund</u>
Operating revenues	
Refuse and recycling revenue	\$ 201,060
Capital charge – sewer hook-up	449,614
Water revenue	425,881
Water deposit revenue	1,374
Intergovernmental revenue	59,936
Miscellaneous revenue	9,395
Total operating revenues	<u>1,147,260</u>
Operating expenses	
Water department	395,244
Refuse and recycling expenses	184,259
Depreciation	234,650
Total operating expenses	<u>814,153</u>
Operating income	<u>333,107</u>
Non-operating revenues (expenses)	
Interest income	24,875
Gain (loss) on sale of capital assets	(645)
Miscellaneous income	4,500
1% sales tax income	223,615
Total non-operating revenues (expenses)	<u>252,345</u>
Income before other financing sources (uses)	585,452
Other financing sources (uses) – operating transfers	<u>(4,210)</u>
Special item – Rock River Water Reclamation District –	
Costs related to intergovernmental agreement for sanitary system	<u>(6,535,965)</u>
Net decrease in net position	(5,954,723)
Net position	
Net position – beginning	3,085,466
Net position – ending	\$ <u>(2,869,257)</u>

See accompanying notes to financial statements.

VILLAGE OF WINNEBAGO, ILLINOIS

Statement of Cash Flows

Proprietary Fund

For the Year Ended December 31, 2018

	Enterprise Fund - Water Fund
Cash flows from operating activities	
Receipts from customers	\$ 1,137,886
Payments to suppliers	(277,662)
Payments to employees	(210,655)
Payments for interest to IEPA loan	(28,398)
Net cash flows from operating activities	<u>621,171</u>
Cash flows from capital and related financing activities	
Payments to IEPA loan	(69,542)
Purchase of and construction of fixed assets	(417,778)
Net cash flows from capital financing activities	<u>(487,320)</u>
Cash flows from non-capital financing activities	
Payments from other funds	(5,002)
Receipts from 1% sales tax	<u>228,377</u>
Net cash flows from non-capital financing activities	<u>223,375</u>
Cash flows from investing activities	
Miscellaneous income	4,500
Interest on investments	<u>24,875</u>
Net cash flows from investing activities	<u>29,375</u>
Operating transfers	<u>(4,210)</u>
Net increase in cash and cash equivalents	382,391
Cash and cash equivalents, beginning of year	<u>1,131,437</u>
Cash and cash equivalents, end of year	\$ <u>1,513,828</u>
Reconciliation of operating loss to net cash provided by operating activities	
Net operating income	333,107
Depreciation expense	234,650
Increase (decrease) in cash flows due to changes in:	
Utility accounts receivable	(9,374)
Prepaid expenses	230
Deferred pension expense	(47,339)
Accounts payable	66,373
Accrued payroll	428
Compensated absences	(1,725)
Pension liability	<u>44,821</u>
Net cash flows from operating activities	\$ <u>621,171</u>

See accompanying notes to financial statements.

VILLAGE OF WINNEBAGO, ILLINOIS

Notes to Financial Statements

(10) Long-term Obligations

The outstanding obligations as of December 31, 2018 consist of the following:

	2018	Current Portion
Governmental activities:		
Compensated absences – Governmental activities	\$ 28,160	15,488
Pension liability – IMRF	<u>564,061</u>	<u>78,707</u>
	592,221	<u>94,195</u>
less current portion	<u>(94,195)</u>	
	<u>\$ 498,026</u>	
	2018	Current Portion
Business-type activities:		
Note payable – Illinois Environmental Protection Agency (IEPA), original debt of \$2,265,000 to upgrade potable water system. semi-Annual principal and interest payments of \$48,970, due January 21, 2035, interest rate is 1.995%	\$ 1,371,199	70,936
Intergovernmental agreement – Rock River Water Reclamation District (RRWRD), original debt of \$4,675,725, for sewer system, Total principal and interest payments of \$541,246, due Jan. 20 and July 20, maturing July 20, 2038. Interest rate is 1.75%	4,675,725	185,917
Intergovernmental agreement – Rock River Water Reclamation District. The Village owes RRWRD an amount between \$1,860,240 and \$2,046,264, due December 21, 2021, based upon a 2012 contract.	1,860,240	-
Compensated absences – Business-type activities	1,058	1,058
Pension liability – IMRF	<u>132,311</u>	<u>18,462</u>
	8,040,533	<u>276,373</u>
less current portion	<u>(276,373)</u>	
	<u>\$ 7,764,160</u>	

VILLAGE OF WINNEBAGO, ILLINOIS

Notes to Financial Statements

Future debt obligations at December 31, 2018 under IEPA notes payable are due as follows:

Year ending December 31:	Principal	Interest	Total Payment
2019	70,936	27,003	97,939
2020	72,359	25,581	97,940
2021	73,809	24,130	97,939
2022	75,289	22,651	97,940
2023	76,799	21,141	97,940
2024-2028	407,717	81,982	489,699
2029-2033	450,262	39,437	489,699
2034-2036	144,027	2,883	146,910
Total	\$ 1,371,199	244,808	1,616,007

Future debt obligations at December 31, 2018 under the RRWRD intergovernmental agreement are due as follows:

Year ending December 31:	Principal	Interest	Total Payment
2019	\$ 185,918	\$ 76,291	\$ 262,209
2020	201,059	77,683	278,742
2021	204,593	74,149	278,742
2022	208,189	70,553	278,742
2023	211,848	66,894	278,742
2024-2028	1,116,419	277,289	1,393,708
2029-2033	1,218,043	175,665	1,393,708
2034-2036	1,329,656	64,790	1,394,446
Total	\$ 4,675,725	\$ 883,314	\$ 5,559,039

The compensated absences and pension liabilities are paid from general fund revenues. Notes payables are paid from utility revenues.

VILLAGE OF WINNEBAGO, ILLINOIS

Notes to Financial Statements

Long-term liability activities for the year ended December 31, 2018, was as follows:

	Beginning Balance	New Increases	Decreases	Ending Balance	Amount due within one year
Governmental activities:					
Compensated absences	\$ 25,514	28,160	25,514	28,160	15,488
Pension liability – IMRF	302,249	261,812	–	564,061	78,707
	<u>\$ 327,763</u>	<u>289,972</u>	<u>25,514</u>	<u>592,221</u>	<u>94,195</u>
Business-type activities:					
Notes payable – IEPA	\$ 1,440,741	–	69,542	1,371,199	70,935
Due to RRWRD	–	4,675,725	–	4,675,725	185,918
Due to RRWRD	–	1,860,240	–	1,860,240	–
Compensated absences	2,783	1,058	2,783	1,058	1,058
Pension liability – IMRF	70,898	61,413	–	132,311	18,462
	<u>\$ 1,514,422</u>	<u>6,598,436</u>	<u>72,325</u>	<u>8,040,533</u>	<u>276,373</u>

(11) Legal Debt Margin

The Village's aggregated indebtedness is subject to a statutory limitation by the State of Illinois 8.625% of its equalized assessed value. At December 31 2018, the statutory limit of the Village was \$4,101,091. The long-term obligations discussed above (Note 10) are not subject to the statutory limitation. Thus, the Village's legal debt margin is also \$4,101,091.

(12) Sales Tax Rebate

The Village has entered into an agreement with a developer within the Village. The agreement requires the Village to rebate a portion of the retail sales tax equal to 35% of annual retail sales tax revenue collected during the year by the Village as a result of sales generated by all businesses in the development commencing on sales made during November 2012 until \$600,000 has been rebated. Payment is to be made by December 18th each year. Rebates paid in 2018 were \$11,853.

VILLAGE OF WINNEBAGO, ILLINOIS

Schedule of Revenues, Expenses
and Changes in Net Position – Budget to Actual

Proprietary Fund Types

Enterprise Fund – Water Fund

For the Year Ended December 31, 2018

	Original Budget	Final Budget	Actual	Over (Under) Budget
Operating revenues				
Water service income	\$ 366,000	366,000	394,402	28,402
Capital charge – sewer hook-up	434,000	434,000	443,030	9,030
Water hook-up fees	3,900	3,900	31,479	27,579
Sewer hook-up fees	6,600	6,600	6,584	(16)
Water deposit revenue	1,000	1,000	1,374	374
Garbage charges	183,210	183,210	189,858	6,648
Recapture and impact fees	7,000	7,000	11,202	4,202
Intergovernmental income	64,400	64,400	59,936	(4,464)
Miscellaneous revenue	10,500	10,500	9,395	(1,105)
Total operating revenues	1,076,610	1,076,610	1,147,260	70,650
Operating expenses				
Office salary	49,659	49,659	42,135	(7,524)
Rock 39 salary	–	–	(684)	(684)
Part-time wages	6,250	6,250	–	(6,250)
Meter reader	25,636	25,636	18,697	(6,939)
Plant operator	71,791	71,791	57,591	(14,200)
Public works wages	38,769	38,769	29,549	(9,220)
Health insurance	36,910	36,910	32,005	(4,905)
Payroll taxes	17,635	17,635	11,611	(6,024)
Employee benefits	23,083	23,083	18,454	(4,629)
IMRF – GASB 68	–	–	(2,518)	(2,518)
Building water usage	1,250	1,250	409	(841)
Alarm system	4,000	4,000	3,153	(847)
Chemicals	6,250	6,250	3,707	(2,543)
Engineering	18,750	18,750	3,663	(15,087)
Garbage expense	225,000	225,000	184,259	(40,741)
Liability insurance	20,375	20,375	12,729	(7,646)
Equipment maintenance	10,000	10,000	8,381	(1,619)
Office and computer equipment	1,250	1,250	1,338	88
Operating supplies	43,750	43,750	16,575	(27,175)
Postage	5,000	5,000	4,525	(475)
Pre-employment physical	750	750	–	(750)
Printing	1,875	1,875	1,198	(677)
Professional fees	2,900	2,900	330	(2,570)

(Continued)

VILLAGE OF WINNEBAGO, ILLINOIS

Schedule of Revenues, Expenses
and Changes in Net Position – Budget to Actual

Proprietary Fund Types

Enterprise Fund – Water Fund

For the Year Ended December 31, 2018

	Original Budget	Final Budget	Actual	Over (Under) Budget
Operating expenses (continued)				
Publishing/advertising	\$ 1,250	1,250	123	(1,127)
WINGIS	2,250	2,250	1,515	(735)
Rental and small equipment	8,125	8,125	3,240	(4,885)
Telephone	3,375	3,375	2,826	(549)
Travel and training	2,500	2,500	856	(1,644)
Utilities	42,000	42,000	30,807	(11,193)
Water analysis	3,750	3,750	3,463	(287)
EPA permit fees	625	625	—	(625)
Fuel, grease and oil	12,500	12,500	7,735	(4,765)
Recapture fees	4,375	4,375	—	(4,375)
Impact fees	4,375	4,375	4,292	(83)
Water sewer upgrade	562,500	562,500	—	(562,500)
Sullivan's payback agreement	15,000	15,000	11,853	(3,147)
IEPA – interest expense	122,425	122,425	28,398	(94,027)
Depreciation	275,000	275,000	234,650	(40,350)
Contingency	66,500	66,500	37,288	(29,212)
Capital outlay	87,500	87,500	—	(87,500)
Total operating expenses	<u>1,824,933</u>	<u>1,824,933</u>	<u>814,153</u>	<u>(1,010,780)</u>
Operating income	<u>(748,323)</u>	<u>(748,323)</u>	<u>333,107</u>	<u>1,081,430</u>
Nonoperating income (expense)				
Interest income	6,000	6,000	24,875	18,875
Gain (loss) on disposal of assets	—	—	(645)	(645)
Miscellaneous income	5,000	5,000	4,500	(500)
1% sales tax income	205,000	205,000	223,615	18,615
Total nonoperating income (expenses)	<u>216,000</u>	<u>216,000</u>	<u>252,345</u>	<u>36,345</u>
Income before other financing sources	<u>(532,323)</u>	<u>(532,323)</u>	<u>585,452</u>	<u>1,117,775</u>
Operating financing sources –				
Operating transfers	<u>167,337</u>	<u>167,337</u>	<u>(4,210)</u>	<u>(171,547)</u>
Total other financing sources (uses)	<u>167,337</u>	<u>167,337</u>	<u>(4,210)</u>	<u>(171,547)</u>
Special item –				
Rock River Water Reclamation District costs related to intergovernmental agreement for sanitary system	<u>(275,000)</u>	<u>(275,000)</u>	<u>(6,535,965)</u>	<u>(6,260,965)</u>
Change in net assets	<u>\$ (639,986)</u>	<u>(639,986)</u>	<u>(5,954,723)</u>	<u>(5,314,737)</u>
Net position				
Beginning			<u>3,085,466</u>	
Ending			<u>\$ (2,869,257)</u>	

VILLAGE OF WINNEBAGO, ILLINOIS

Statement of Net Position

Proprietary Fund

December 31, 2019

	Enterprise Fund – Water Fund
Current assets	
Cash and cash equivalents	\$ 1,881,184
Receivables – utility users, net of allowance of \$10,000	80,387
Receivables – grants and sales taxes	54,386
Prepaid items	16,567
Due from other funds	5,002
Total current assets	2,037,526
Noncurrent assets	
Fixed assets, net of accumulated depreciation	3,444,356
Total assets	5,481,882
Deferred outflows of resources – pension	45,570
Total assets and deferred outflows of resources	\$ 5,527,452
Liabilities – current	
Accounts payable	63,387
Accrued payroll	7,026
Current portion of long-term debt	380,482
Total current liabilities	450,895
Long-term liabilities –	
Net pension liability	67,315
Long-term debt, net of current maturities	7,289,683
Total long - term liabilities	7,356,998
Deferred inflows of resources – pension	64,757
Total liabilities and deferred inflows of resources	7,872,650
Net position	
Invested in capital assets	2,144,123
Unrestricted:	
Undesignated deficit	(4,613,321)
Designated for long-term debt	124,000
Total unrestricted	(4,489,321)
Total net position	(2,345,198)
Total liabilities and net position	\$ 5,527,452

See accompanying notes to financial statements.

VILLAGE OF WINNEBAGO, ILLINOISStatement of Revenues, Expenses
and Changes in Net Position**Proprietary Fund**

For the Year Ended December 31, 2019

	Enterprise Fund – Water Fund
Operating revenues	
Refuse and recycling revenue	\$ 213,803
Capital charge – sewer hook-up	469,742
Water revenue	424,964
Water deposit revenue	711
Intergovernmental revenue	73,868
Miscellaneous revenue	23,467
Total operating revenues	<u>1,206,555</u>
Operating expenses	
Water department	508,407
Refuse and recycling expenses	188,515
Depreciation	252,386
Total operating expenses	<u>949,308</u>
Operating income	<u>257,247</u>
Non-operating revenues (expenses)	
Interest income	34,908
Gain (loss) on sale of capital assets	–
Miscellaneous income	4,875
1% sales tax income	227,029
Grant revenue	–
Total non-operating revenues (expenses)	<u>266,812</u>
Income before other financing sources (uses)	524,059
Other financing sources (uses) – operating transfers	<u>–</u>
Net increase in net position	524,059
Net position	
Net position – beginning	(2,869,257)
Net position – ending	<u>\$ (2,345,198)</u>

See accompanying notes to financial statements.

VILLAGE OF WINNEBAGO, ILLINOIS

Statement of Cash Flows

Proprietary Fund

For the Year Ended December 31, 2019

	Enterprise Fund – Water Fund
Cash flows from operating activities	
Receipts from customers	\$ 1,202,156
Payments to suppliers	(409,048)
Payments to employees	(224,281)
Payments for interest on RRWRD intergovernmental agreement	(76,317)
Payments for interest to IEPA loan	(26,973)
Net cash flows from operating activities	<u>465,537</u>
Cash flows from capital and related financing activities	
Payments for principal on IEPA loan	(70,966)
Payments for principal on RRWRD intergovernmental agreement	(185,934)
Purchase of and construction of fixed assets	(110,834)
Net cash flows from capital financing activities	<u>(367,734)</u>
Cash flows from non-capital financing activities	
Miscellaneous non-operating revenue	4,875
Receipts from 1% sales tax	229,770
Net cash flows from non-capital financing activities	<u>234,645</u>
Cash flows from investing activities	
Interest on investments	34,908
Net cash flows from investing activities	<u>34,908</u>
Operating transfers	<u>—</u>
Net increase in cash and cash equivalents	367,356
Cash and cash equivalents, beginning of year	1,513,828
Cash and cash equivalents, end of year	<u>\$ 1,881,184</u>
Reconciliation of operating loss to net cash provided by operating activities	
Net operating income	257,247
Depreciation expense	252,386
Increase (decrease) in cash flows due to changes in:	
Utility accounts receivable	(4,399)
Prepaid expenses	(122)
Deferred pension expense	19,663
Accounts payable	(41,898)
Accrued payroll	653
Compensated absences	120
Pension liability	(18,113)
Net cash flows from operating activities	<u>\$ 465,537</u>

See accompanying notes to financial statements.

VILLAGE OF WINNEBAGO, ILLINOIS

Notes to Financial Statements

(10) Long-term Obligations

The outstanding obligations as of December 31, 2019 consist of the following:

	2019	Current Portion
Governmental activities:		
Compensated absences – Governmental activities	\$ 29,111	16,011
Pension liability – IMRF	347,900	85,289
	377,011	101,300
less current portion	(101,300)	
	<u>\$ 275,711</u>	
Business-type activities:		
Note payable – Illinois Environmental Protection Agency (IEPA), original debt of \$2,265,000 to upgrade potable water system, semi-Annual principal and interest payments of \$48,970, due January 21, 2035, interest rate is 1.995%	\$ 1,300,233	72,359
Intergovernmental agreement – Rock River Water Reclamation District (RRWRD), original debt of \$4,675,725, for sewer system, Total principal and interest payments of \$541,246, due Jan. 20 and July 20, maturing July 20, 2038. Interest rate is 1.75%	4,489,791	201,090
Intergovernmental agreement – Rock River Water Reclamation District, original debt of \$1,860,240 due December 21, 2021, based upon a 2012 contract.	1,860,240	87,133
Compensated absences – Business-type activities	1,178	1,178
Pension liability – IMRF	86,037	18,722
	7,737,479	380,482
less current portion	(380,482)	
	<u>\$ 7,356,997</u>	

VILLAGE OF WINNEBAGO, ILLINOIS

Notes to Financial Statements

Future debt obligations at December 31, 2019 under IEPA notes payable are due as follows:

<u>Year ending December 31:</u>		<u>Principal</u>	<u>Interest</u>	<u>Total Payment</u>
2020	\$	72,359	25,581	97,940
2021		73,809	24,130	97,939
2022		75,289	22,651	97,940
2023		76,799	21,141	97,940
2024		78,339	19,601	97,940
2025-2029		415,892	73,807	489,699
2030-2034		459,290	30,409	489,699
2035-2036		48,456	484	48,940
Total	\$	<u>1,300,233</u>	<u>217,804</u>	<u>1,518,037</u>

Future debt obligations at December 31, 2019 under the RRWRD intergovernmental agreement are due as follows:

<u>Year ending December 31:</u>		<u>Principal</u>	<u>Interest</u>	<u>Total Payment</u>
2020		201,090	76,696	\$ 277,786
2021		204,625	74,161	278,786
2022		208,221	70,565	278,786
2023		211,881	66,905	278,786
2024		215,605	63,181	278,786
2025-2029		1,136,220	257,709	1,393,929
2030-2034		1,239,647	154,282	1,393,929
2035-2038		1,072,503	42,670	1,115,173
Total	\$	<u>\$ 4,489,792</u>	<u>\$ 806,169</u>	<u>\$ 5,295,961</u>

The compensated absences and pension liabilities are paid from general fund revenues.
Notes payables are paid from utility revenues.

VILLAGE OF WINNEBAGO, ILLINOIS

Notes to Financial Statements

Long-term liability activity for the year ended December 31, 2019, was as follows:

	Beginning Balance	New Increases	Decreases	Ending Balance	Amount due within one year
Governmental activities:					
Compensated absences	\$ 28,160	29,111	28,160	29,111	16,011
Pension liability – IMRF	564,061	–	216,161	347,900	85,289
	<u>\$ 592,221</u>	<u>29,111</u>	<u>244,321</u>	<u>377,011</u>	<u>101,300</u>
Business-type activities:					
Notes payable – IEPA	\$ 1,371,199	–	70,966	1,300,233	72,359
Due to RRWRD	4,675,725	–	185,934	4,489,791	201,090
Due to RRWRD	1,860,240	–	–	1,860,240	87,133
Compensated absences	1,058	1,178	1,058	1,178	1,178
Pension liability – IMRF	132,311	–	46,274	86,037	18,722
	<u>\$ 8,040,533</u>	<u>1,178</u>	<u>304,232</u>	<u>7,737,479</u>	<u>380,482</u>

(11) Legal Debt Margin

The Village's aggregated indebtedness is subject to a statutory limitation by the State of Illinois 8.625% of its equalized assessed value. At December 31 2019, the statutory limit of the Village was \$4,254,687. The long-term obligations discussed above (Note 10) are not subject to the statutory limitation. Thus, the Village's legal debt margin is also \$4,254,687.

(12) Sales Tax Rebate

The Village has entered into an agreement with a developer within the Village. The agreement requires the Village to rebate a portion of the retail sales tax equal to 35% of annual retail sales tax revenue collected during the year by the Village as a result of sales generated by all businesses in the development commencing on sales made during November 2012 until \$600,000 has been rebated. Payment is to be made by December 18th each year. Rebates paid during 2019 were \$45,356. Rebates remaining to be paid to the developer as of December 31, 2019 are \$244,592.

VILLAGE OF WINNEBAGO, ILLINOIS

Schedule of Revenues, Expenses and Changes in Net Position – Budget to Actual

Proprietary Fund Types Enterprise Fund – Water Fund

For the Year Ended December 31, 2019

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Over (Under) Budget</u>
Operating revenues				
Water service income	\$ 394,920	394,920	403,464	8,544
Capital charge – sewer hook-up	469,000	469,000	465,742	(3,258)
Water hook-up fees	3,900	3,900	21,500	17,600
Sewer hook-up fees	6,600	6,600	4,000	(2,600)
Water deposit revenue	1,000	1,000	711	(289)
Garbage charges	192,000	192,000	194,822	2,822
Recapture and impact fees	3,500	3,500	18,981	15,481
Intergovernmental income	67,133	67,133	73,868	6,735
Miscellaneous revenue	25,500	25,500	23,467	(2,033)
Total operating revenues	<u>1,163,553</u>	<u>1,163,553</u>	<u>1,206,555</u>	<u>43,002</u>
Operating expenses				
Office salary	50,071	50,071	43,878	(6,193)
Rock 39 salary	—	—	—	—
Part-time wages	6,250	6,250	3,006	(3,244)
Meter reader	26,149	26,149	20,460	(5,689)
Plant operator	73,228	73,228	60,189	(13,039)
Public works wages	39,545	39,545	30,014	(9,531)
Health insurance	51,293	51,293	38,156	(13,137)
Payroll taxes	14,878	14,878	12,264	(2,614)
Employee benefits	21,035	21,035	17,087	(3,948)
IMRF – GASB 68	—	—	1,550	1,550
Building water usage	625	625	566	(59)
Alarm system	4,000	4,000	3,250	(750)
Chemicals	6,250	6,250	5,061	(1,189)
Engineering	18,750	19,250	3,202	(16,048)
Garbage expense	236,025	236,025	188,515	(47,510)
Liability insurance	18,750	18,750	12,868	(5,882)
Equipment maintenance	10,000	9,500	10,493	993
Office and computer equipment	1,250	1,250	526	(724)
Operating supplies	43,750	43,750	42,401	(1,349)
Postage	5,000	5,000	4,321	(679)
Pre-employment physical	750	750	148	(602)
Printing	1,875	1,875	413	(1,462)
Professional fees	2,900	2,900	8,105	5,205

(Continued)

VILLAGE OF WINNEBAGO, ILLINOIS

Schedule of Revenues, Expenses
and Changes in Net Position – Budget to Actual

Proprietary Fund Types

Enterprise Fund – Water Fund

For the Year Ended December 31, 2019

	Original Budget	Final Budget	Actual	Over (Under) Budget
Operating expenses (continued)				
Publishing/advertising	\$ 1,250	1,250	72	(1,178)
WINGIS	2,250	2,250	1,318	(932)
Rental and small equipment	8,125	8,125	3,751	(4,374)
Special audit	—	—	—	—
Telephone	3,375	3,375	3,014	(361)
Travel and training	2,500	2,500	—	(2,500)
Utilities	42,000	42,000	30,733	(11,267)
Water analysis	4,375	4,375	3,050	(1,325)
EPA permit fees	625	625	—	(625)
Fuel, grease and oil	12,500	12,500	7,827	(4,673)
Recapture fees	4,375	19,375	18,981	(394)
Impact fees	—	—	—	—
Water sewer upgrade	31,250	31,250	1,109	(30,141)
Grant expense	—	—	—	—
Sullivan's payback agreement	15,000	15,000	11,883	(3,117)
IEPA – interest expense	122,425	122,425	26,973	(95,452)
RRWRD – interest expense	475,000	475,000	76,317	(398,683)
Equipment sinking fund	—	—	—	—
Depreciation	275,000	275,000	252,386	(22,614)
Contingency	91,214	76,214	5,421	(70,793)
Capital outlay	131,250	131,250	—	(131,250)
Total operating expenses	1,854,888	1,854,888	949,308	(905,580)
Operating income	(691,335)	(691,335)	257,247	948,582
Nonoperating income (expense)				
Interest income	20,000	20,000	34,908	14,908
Gain (loss) on disposal of assets	—	—	—	—
Miscellaneous income	4,500	4,500	4,875	375
1% sales tax income	215,000	215,000	227,029	12,029
Grant revenue	—	—	—	—
Total nonoperating income (expenses)	239,500	239,500	266,812	27,312
Income before other financing sources	(451,835)	(451,835)	524,059	975,894
Operating financing sources –				
Operating transfers	5,854	5,854	—	(5,854)
Total other financing sources (uses)	5,854	5,854	—	(5,854)
Change in net assets	\$ (445,981)	(445,981)	524,059	970,040
Net position				
Beginning			(2,869,257)	
Ending			\$ (2,345,198)	

VILLAGE OF WINNEBAGO, ILLINOIS

Statement of Net Position

Proprietary Fund

December 31, 2020

	Enterprise Fund – Water Fund
Current assets	
Cash and cash equivalents	\$ 2,099,861
Receivables – utility users, net of allowance of \$10,000	79,755
Receivables – grants and sales taxes	61,136
Prepaid items	17,008
Due from other funds	5,002
Total current assets	2,262,762
Noncurrent assets	
Fixed assets, net of accumulated depreciation	3,200,971
Total assets	5,463,733
Deferred outflows of resources – pension	31,772
Total assets and deferred outflows of resources	\$ 5,495,505
Liabilities – current	
Accounts payable	81,492
Accrued payroll	7,129
Current portion of long-term debt	303,486
Total current liabilities	392,107
Net pension liability	6,759
Long-term debt, net of current maturities	6,469,828
Total long-term liabilities	6,476,587
Deferred inflows of resources – pension	98,172
Total liabilities and deferred inflows of resources	6,966,866
Invested in capital assets	2,009,819
Unrestricted:	
Undesignated deficit	(3,650,180)
Designated for long-term debt	169,000
Total unrestricted	(3,481,180)
Total net position (deficit)	(1,471,361)

See accompanying notes to financial statements.

VILLAGE OF WINNEBAGO, ILLINOIS

Statement of Revenues, Expenses and Changes in Net Position

Proprietary Fund

For the Year Ended December 31, 2020

	<u>Enterprise Fund – Water Fund</u>
Operating revenues	
Refuse and recycling revenue	\$ 196,513
Capital charge – sewer hook-up	477,442
Water revenue	409,750
Water deposit revenue	711
Intergovernmental revenue	67,232
Miscellaneous revenue	9,154
Total operating revenues	<u>1,160,802</u>
Operating expenses	
Water department	596,542
Refuse and recycling expenses	192,105
Depreciation	247,835
Total operating expenses	<u>1,036,482</u>
Operating income	<u>124,320</u>
Non-operating revenues (expenses)	
Interest income	10,683
Gain (loss) on sale of capital assets	–
Miscellaneous income	4,500
1% sales tax income	248,637
Grant revenue	–
Total non-operating revenues (expenses)	<u>263,820</u>
Income before other financing sources (uses)	388,140
Other financing sources (uses) – operating transfers	<u>–</u>
Net increase in net position	388,140
Net position	
Net position – beginning	(2,345,198)
Prior period adjustment	485,697
Net position – ending	<u>\$ (1,471,361)</u>

See accompanying notes to financial statements.

VILLAGE OF WINNEBAGO, ILLINOIS

Statement of Cash Flows

Proprietary Fund

For the Year Ended December 31, 2020

	Enterprise Fund – Water Fund
Cash flows from operating activities	
Receipts from customers	\$ 1,161,434
Payments to suppliers	(417,943)
Payments to employees	(228,994)
Payments for interest on RRWRD intergovernmental agreement	(113,220)
Payments for interest on IEPA loan	(37,829)
Net cash flows from operating activities	<u>363,448</u>
Cash flows from capital and related financing activities	
Payments for principal on IEPA loan	(109,081)
Payments for principal on RRWRD intergovernmental agreement	(288,310)
Purchase of and construction of fixed assets	(4,450)
Net cash flows from capital financing activities	<u>(401,841)</u>
Cash flows from non-capital financing activities	
Miscellaneous non-operating revenue	4,500
Receipts from 1% sales tax	241,887
Net cash flows from non-capital financing activities	<u>246,387</u>
Cash flows from investing activities	
Interest on investments	10,683
Net cash flows from investing activities	<u>10,683</u>
Operating transfers	
Net increase in cash and cash equivalents	<u>218,677</u>
Cash and cash equivalents, beginning of year	1,881,184
Cash and cash equivalents, end of year	<u>\$ 2,099,861</u>
Reconciliation of operating loss to net cash provided by operating activities	
Net operating income	124,320
Depreciation expense	247,835
Increase (decrease) in cash flows due to changes in:	
Utility accounts receivable	632
Prepaid expenses	(441)
Deferred pension expense	13,798
Accounts payable	18,103
Accrued payroll	104
Compensated absences	3,767
Pension liability	(44,670)
Net cash flows from operating activities	<u>\$ 363,448</u>

See accompanying notes to financial statements.

VILLAGE OF WINNEBAGO, ILLINOIS

Notes to Financial Statements

Future debt obligations at December 31, 2020 under IEPA notes payable are due as follows:

<u>Year ending December 31:</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Payment</u>
2021	\$ 37,088	11,882	48,970
2022	75,289	22,651	97,940
2023	76,799	21,141	97,940
2024	78,339	19,601	97,940
2025	79,909	18,031	97,940
2026-2030	424,230	65,469	489,699
2031-2035	419,498	21,201	440,699
Total	<u>\$ 1,191,152</u>	<u>179,976</u>	<u>1,371,128</u>

Future debt obligations at December 31, 2020 under the RRWRD intergovernmental agreement are due as follows:

<u>Year ending December 31:</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Payment</u>
2021	\$ 204,593	74,149	278,741
2022	208,189	70,553	278,742
2023	211,848	66,894	278,741
2024	215,572	63,170	278,742
2025	219,360	59,381	278,741
2026-2030	1,156,009	237,698	1,393,708
2031-2035	1,261,238	132,470	1,393,708
2036-2040	811,893	25,023	836,916
Total	<u>\$ 4,288,701</u>	<u>729,339</u>	<u>5,018,040</u>

VILLAGE OF WINNEBAGO, ILLINOIS

Notes to Financial Statements

<u>Year ending December 31:</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Payment</u>
2021	\$ 59,434	22,397	81,831
2022	60,484	21,346	81,830
2023	61,554	20,277	81,831
2024	62,642	19,189	81,831
2025	63,749	18,081	81,830
2026-2030	336,052	73,099	409,151
2031-2035	366,824	42,327	409,151
2036-2039	276,584	9,821	286,405
Total	<u>\$ 1,287,323</u>	<u>226,537</u>	<u>1,513,860</u>

The compensated absences and pension liabilities are paid from general fund revenues. Notes payables are paid from utility revenues.

Long-term liability activity for the year ended December 31, 2020, was as follows:

	<u>Beginning Balance</u>	<u>New Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>	<u>Amount due within one year</u>
Governmental activities:					
Compensated absences	\$ 29,111	44,783	29,111	44,783	24,631
Pension liability – IMRF	347,900	-	311,672	36,228	9,057
	<u>\$ 377,011</u>	<u>44,783</u>	<u>340,783</u>	<u>81,011</u>	<u>33,688</u>
Business-type activities:					
Notes payable – IEPA	\$ 1,300,233	-	109,081	1,191,152	37,088
Due to RRWRD	4,489,791	-	201,090	4,288,701	204,593
Due to RRWRD	1,860,240	-	572,917	1,287,323	59,434
Compensated absences	1,178	4,945	1,178	4,945	1,178
Pension liability – IMRF	86,037	-	78,085	7,952	1,193
	<u>\$ 7,737,479</u>	<u>4,945</u>	<u>962,351</u>	<u>6,780,073</u>	<u>303,486</u>

VILLAGE OF WINNEBAGO, ILLINOIS

Schedule of Revenues, Expenses and Changes in Net Position – Budget to Actual

Proprietary Fund Types

Enterprise Fund – Water Fund

For the Year Ended December 31, 2020

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Over (Under) Budget</u>
Operating revenues				
Water service income	\$ 394,920	394,920	408,250	13,330
Capital charge – sewer hook-up	469,000	469,000	477,442	8,442
Water hook-up fees	15,000	15,000	1,500	(13,500)
Sewer hook-up fees	53,535	53,535	–	(53,535)
Water deposit revenue	2,000	2,000	711	(1,289)
Garbage charges	195,180	195,180	196,513	1,333
Recapture and impact fees	18,981	18,981	–	(18,981)
Intergovernmental income	68,610	68,610	67,232	(1,378)
Miscellaneous revenue	16,500	16,500	9,154	(7,346)
Total operating revenues	<u>1,233,726</u>	<u>1,233,726</u>	<u>1,160,802</u>	<u>(72,924)</u>
Operating expenses				
Office salary	41,209	41,209	45,664	4,455
Rock 39 salary	–	–	–	–
Part-time wages	1,500	2,000	2,755	755
Meter reader	21,543	21,543	19,381	(2,162)
Plant operator	60,925	60,925	64,800	3,875
Public works wages	30,673	30,673	30,911	238
Health insurance	39,236	39,196	37,066	(2,130)
Payroll taxes	12,203	13,523	13,706	183
Employee benefits	18,769	18,769	18,582	(187)
IMRF – GASB 68	–	–	(30,872)	(30,872)
Building water usage	500	600	769	169
Alarm system	1,233,226	2,780	3,839	1,059
Chemicals	6,000	6,000	5,182	(818)
Engineering	15,000	15,000	3,372	(11,628)
Garbage expense	192,000	192,000	192,105	105
Liability insurance	15,000	15,000	14,183	(817)
Equipment maintenance	12,000	12,000	13,075	1,075
Office and computer equipment	5,000	5,000	1,422	(3,578)
Operating supplies	45,000	45,000	50,513	5,513
Postage	4,000	4,000	4,586	586
Pre-employment physical	600	600	118	(482)
Printing	1,500	1,500	1,812	312
Professional fees	2,500	2,500	2,879	379

(Continued)

VILLAGE OF WINNEBAGO, ILLINOIS
Schedule of Revenues, Expenses
and Changes in Net Position – Budget to Actual
Proprietary Fund Types
Enterprise Fund – Water Fund
For the Year Ended December 31, 2020

	Original Budget	Final Budget	Actual	Over (Under) Budget
Operating expenses (continued)				
Publishing/advertising	\$ 1,000	1,000	288	(712)
WINGIS	1,500	1,500	1,452	(48)
Rental and small equipment	6,500	6,500	2,357	(4,143)
Special audit	—	—	—	—
Telephone	2,700	2,700	2,505	(195)
Travel and training	6,000	6,000	752	(5,248)
Utilities	33,800	33,800	30,155	(3,645)
Water analysis	3,500	6,500	5,300	(1,200)
EPA permit fees	500	500	—	(500)
Fuel, grease and oil	12,000	12,000	7,410	(4,590)
Recapture fees	18,981	18,981	—	(18,981)
Impact fees	—	—	—	—
Water sewer upgrade	75,000	75,000	61,984	(13,016)
Water refunds	—	—	25	25
Grant expense	—	—	—	—
Sullivan's payback agreement	12,130	12,130	14,053	1,923
IEPA – interest expense	97,940	97,940	37,829	(60,111)
RRWRD – interest expense	401,409	401,409	113,220	(288,189)
Equipment sinking fund	—	—	—	—
Depreciation	220,000	220,000	247,835	27,835
Contingency	42,509	38,909	15,469	(23,440)
Capital outlay	52,500	52,500	—	(52,500)
Total operating expenses	<u>2,746,353</u>	<u>1,517,187</u>	<u>1,036,482</u>	<u>(480,705)</u>
Operating income	<u>(1,512,627)</u>	<u>(283,461)</u>	<u>124,320</u>	<u>407,781</u>
Nonoperating income (expense)				
Interest income	25,000	25,000	10,683	(14,317)
Gain (loss) on disposal of assets	—	—	—	—
Miscellaneous income	4,500	4,500	4,500	—
1% sales tax income	228,677	228,677	248,637	19,960
Grant revenue	—	—	—	—
Total nonoperating income (expenses)	<u>258,177</u>	<u>258,177</u>	<u>263,820</u>	<u>5,643</u>
Income before other financing source	<u>(1,254,450)</u>	<u>(25,284)</u>	<u>388,140</u>	<u>413,424</u>

(Continued)

VILLAGE OF WINNEBAGO, ILLINOIS
Schedule of Revenues, Expenses
and Changes in Net Position – Budget to Actual
Proprietary Fund Types
Enterprise Fund – Water Fund
For the Year Ended December 31, 2020

	Original Budget	Final Budget	Actual	Over (Under) Budget
Operating financing sources –				
Operating transfers	24,004	24,004	–	(24,004)
Total other financing sources (uses)	24,004	24,004	–	(24,004)
Change in net assets	\$ (1,230,446)	(1,280)	388,140	389,420
Net position				
Beginning			(2,345,198)	
Prior period adjustment			485,697	
Ending			\$ (1,471,361)	

Exhibit E

Financial Projections Worksheet

		Actual - Previous 4 Years Available				Estimated - Next 7 Years, Starting with FY21						
		2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Last year rate increase/Proposed Rate Increase							Years of Proposed Rate Increase					
	Total Annual Residential Pumpage Billed	74,239,919	68,839,694	70870382	73,580,985	73580985	73580985	73580985	73580985	73580985	73580985	73580985
	Average Demand (gallons/day)	203,397	188,602	194,165	204,391	204,391	204,391	204,391	204,391	204,391	204,391	204,391
	Number of Users	1,124	1,126	1,128	1,130	1,132	1,134	1,136	1,138	1,140	1,142	1,144
	Average Monthly Consumption Per User (Gallons)	5,429	5,024	5,164	5,426	5,417	5,407	5,398	5,388	5,379	5,369	5,360
	Administrative Fee	\$ 4.70	\$ 4.90	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.50	\$ 5.94	\$ 6.42	\$ 6.74	\$ 6.94	\$ 5.00
	User Charge per 1,000 Gals	\$ 2.80	\$ 3.20	\$ 3.30	\$ 3.30	\$ 3.30	\$ 3.63	\$ 3.92	\$ 4.23	\$ 4.45	\$ 4.58	\$ 4.76
	Capital Charge Per 1,000 Gals - Sewer Connection	\$ 6.20	\$ 6.20	\$ 6.70	\$ 6.70	\$ 6.70	\$ 6.70	\$ 6.70	\$ 6.70	\$ 6.70	\$ 6.70	\$ 6.70
	Capital Charge Per Month - Residential Water Main								\$ 7.61	\$ 7.61	\$ 7.61	\$ 7.61
	Capital Charge Per Month - Transite Main Replacement									\$ 4.40	\$ 4.40	\$ 4.40
	Capital Charge Per Month - Well #5										\$ 4.88	\$ 4.88
	Average Monthly Bill for Water Usage	\$ 53.56	\$ 52.13	\$ 56.64	\$ 59.26	\$ 59.17	\$ 61.36	\$ 63.27	\$ 72.94	\$ 78.70	\$ 84.39	\$ 83.33
	% MHI	0.77%	0.75%	0.82%	0.86%	0.86%	0.89%	0.91%	1.05%	1.14%	1.22%	1.20%
Operating Revenues												
	Refuse and Recycling Revenues	\$ 186,768	\$ 201,060	\$ 213,803	\$ 196,513	\$ 203,391	\$ 210,510	\$ 217,877	\$ 225,503	\$ 233,396	\$ 241,565	\$ 250,019
	Capital Charge - Sewer Hookup	\$ 454,723	\$ 449,614	\$ 469,742	\$ 477,442	\$ 480,000	\$ 480,000	\$ 480,000	\$ 480,000	\$ 480,000	\$ 480,000	\$ 480,000
	Capital Charge - Residential Water Main								\$ 103,922	\$ 104,105	\$ 104,287	\$ 104,470
	Capital Charge - Winnebago Road WM Looping									\$ 60,192	\$ 60,298	\$ 60,403
	Capital Charge - Well #5 Construction										\$ 66,876	\$ 66,993
	User charge (system) revenue	\$ 373,196	\$ 425,881	\$ 424,964	\$ 409,750	\$ 425,500	\$ 468,050	\$ 505,494	\$ 545,934	\$ 573,230	\$ 590,427	\$ 602,236
	Water Deposit Revenue	\$ (110)	\$ 1,374	\$ 711	\$ 711	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
	Intergovernmental Revenue	\$ 64,281	\$ 59,936	\$ 73,868	\$ 67,232	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000
	Miscellaneous Revenue	\$ 4,562	\$ 9,395	\$ 23,467	\$ 9,154	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
	Miscellaneous Fees											
	Total Operating Revenues	\$ 1,083,420	\$ 1,147,260	\$ 1,206,555	\$ 1,160,802	\$ 1,189,391	\$ 1,239,060	\$ 1,283,871	\$ 1,435,859	\$ 1,531,423	\$ 1,623,952	\$ 1,644,621
Operating Expenses												
	Water Department Operations	\$ 345,911	\$ 366,850	\$ 393,040	\$ 445,493	\$ 454,403	\$ 463,491	\$ 472,761	\$ 482,216	\$ 491,860	\$ 501,697	\$ 511,731
	IEPA SRF Loan Interest Expense	\$ 29,764	\$ 28,398	\$ 26,973	\$ 25,581	\$ 24,130	\$ 22,651	\$ 21,141	\$ 19,601	\$ 18,031	\$ 16,428	\$ 14,794
	Fuller Creek Phase C Loan Interest Expense			\$ 76,298	\$ 77,695	\$ 74,161	\$ 70,564	\$ 66,905	\$ 63,180	\$ 59,391	\$ 55,535	\$ 51,611
	Fuller Creek Phase D & F Loan Interest Expense			\$ 12,096	\$ 23,429	\$ 22,397	\$ 21,346	\$ 20,277	\$ 19,189	\$ 18,081	\$ 16,954	\$ 15,807
	Parallel Trunk/Upgr-Corners Loan Interest Expense					\$ 8,136	\$ 15,758	\$ 15,064	\$ 14,357	\$ 13,638	\$ 12,906	\$ 12,161
	Refuse and Recycling Expenses	\$ 181,513	\$ 184,259	\$ 188,515	\$ 192,105	\$ 198,829	\$ 205,788	\$ 212,990	\$ 220,445	\$ 228,160	\$ 236,146	\$ 244,411
	Well/Tower Maintenance Projects						\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
	Total Operating Expenses	\$ 557,188	\$ 579,507	\$ 696,922	\$ 764,303	\$ 782,055	\$ 859,597	\$ 869,137	\$ 878,988	\$ 889,161	\$ 899,667	\$ 910,516
Operating Income Before Depreciation		\$ 526,232	\$ 567,753	\$ 509,633	\$ 396,499	\$ 407,336	\$ 379,462	\$ 414,735	\$ 556,871	\$ 642,262	\$ 724,286	\$ 734,105
	Depreciation of Capital Items (Assumed 0.5% increase)	\$ 228,102	\$ 234,650	\$ 252,386	\$ 247,835	\$ 249,074	\$ 250,320	\$ 251,571	\$ 252,829	\$ 254,093	\$ 255,364	\$ 256,640
TOTAL OPERATING INCOME		\$ 298,130	\$ 333,103	\$ 257,247	\$ 148,664	\$ 158,262	\$ 129,143	\$ 163,164	\$ 304,042	\$ 388,169	\$ 468,922	\$ 477,465
Non Operating Revenues (Expenses)												
	Interest Income	\$ 6,900	\$ 24,875	\$ 34,908	\$ 10,683	\$ 15,000	\$ 17,000	\$ 19,000	\$ 21,000	\$ 23,000	\$ 25,000	\$ 27,000
	Gain (Loss) on Sale of Capital Assets	\$ 3,373	\$ (645)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Miscellaneous Income	\$ -	\$ 4,500	\$ 4,875	\$ 4,500	\$ 5,250	\$ 5,500	\$ 5,750	\$ 6,000	\$ 6,250	\$ 6,500	\$ 6,750
	1% Sales Tax Income	\$ 208,891	\$ 223,615	\$ 227,029	\$ 248,637	\$ 253,610	\$ 258,682	\$ 263,856	\$ 269,133	\$ 274,515	\$ 280,006	\$ 285,606
	Other (ARPA Funds)	\$ -	\$ -	\$ -	\$ -		\$ 203,305	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Non-Operating Income (Loss)	\$ 219,164	\$ 252,345	\$ 266,812	\$ 263,820	\$ 273,860	\$ 484,487	\$ 288,606	\$ 296,133	\$ 303,765	\$ 311,506	\$ 319,356



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Agenda Item Executive Summary

Item Name A Resolution Approving Construction Management Services with Fehr Graham for the Swift Street Infrastructure Improvements Project Committee or Board Board

BUDGET IMPACT

Amount:	7,500	Budgeted:	Yes
List what fund:	Operations and Maintenance (51)		

EXECUTIVE SUMMARY

Following the May 18, 2026 bid opening for the Swift Street Infrastructure Improvements Project and anticipated award of the project to Kelsey Excavating, the Village requested a proposal from Fehr Graham for limited construction management services related to the project.

Under the proposed scope of services, Fehr Graham will provide general construction management services including preparation of contract documents, facilitation of signatures, conducting the pre-construction meeting, review of shop drawings, preparation of progress and final pay applications, completion of closeout documentation, and development of as-built plans for Village records.

To reduce project costs, Village staff will provide daily construction observation and coordination in-house, and those services are excluded from the proposal. The total proposed cost for the construction management services is a lump sum fee of \$7,500.

ATTACHMENTS (PLEASE LIST)

Resolution, Proposal

ACTION REQUESTED

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

MOTION: I MOVE TO APPROVE RESOLUTION 2026-__R, A RESOLUTION APPROVING CONSTRUCTION MANAGEMENT SERVICES WITH FEHR GRAHAM FOR THE SWIFT STREET INFRASTRUCTURE IMPROVEMENTS PROJECT

Staff: Joseph Dienberg, Village Administrator Date: 5/20/2026

RESOLUTION NO. 2026- __R**A RESOLUTION APPROVING CONSTRUCTION MANAGEMENT SERVICES WITH FEHR GRAHAM FOR THE SWIFT STREET INFRASTRUCTURE IMPROVEMENTS PROJECT**

WHEREAS, the Village of Winnebago (“Village”) previously approved the Swift Street Infrastructure Improvements Project and subsequently received bids for the construction of the project; and

WHEREAS, following the May 18, 2026 bid opening and award of the project to Kelsey Excavating, the Village requested a proposal from Fehr Graham for limited construction management services associated with the project; and

WHEREAS, Fehr Graham submitted a proposal dated May 20, 2026, for Construction Management Services related to the Swift Street Infrastructure Improvements Project in the amount of Seven Thousand Five Hundred Dollars (\$7,500.00); and

WHEREAS, the proposed services include preparation of contract documents, facilitation of signatures, conducting the pre-construction meeting, review of shop drawings, preparation of pay applications, closeout documentation, and development of as-built plans for Village records; and

WHEREAS, Village staff will provide daily construction observation and coordination in-house, resulting in reduced consultant costs for the project; and

WHEREAS, the Village Board finds that approval of the Fehr Graham proposal is in the best interests of the Village and its residents.

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

SECTION I: APPROVAL OF PROPOSAL

The proposal dated May 20, 2026, from Fehr Graham for Construction Management Services for the Swift Street Infrastructure Improvements Project, attached hereto as Exhibit “A,” is hereby approved.

SECTION II: AUTHORIZATION

Village staff is hereby authorized and directed to proceed with the services contemplated under the proposal and to take any administrative actions necessary to implement and carry out the intent of this Resolution.

SECTION III: EFFECTIVE DATE

This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

APPROVED this _____ day of _____, 2026

Franklin J. Eubank, Jr., President of the Board of Trustees
of the Village of Winnebago, Illinois

ATTEST:

Sally Jo Huggins, Village Clerk

PASSED:

APPROVED:

**PUBLISHED IN
PAMPHLET FORM:**

May 20, 2026

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

**RE: Proposal for Construction Management Services
Swift Street Infrastructure Improvements**

Dear President Eubank,

Please accept this proposal for general construction management services for the Swift Street Infrastructure improvements project. Following the May 18, 2026, bid opening and anticipated award of the project to Kelsey Excavating, the Village has requested limited construction management services from Fehr Graham. Based on our conversation with Chad Insko at the bid opening, the Village will provide daily construction observation and coordination in-house, so those services are excluded from this proposal. Fehr Graham will provide professional services for the following scope items:

SCOPE OF SERVICES

General Construction Management

As part of this work, Fehr Graham will prepare contract documents and facilitate signatures, conduct the pre-construction meeting, review shop drawings, prepare progress and final pay applications, complete closeout documentation, and develop as-built plans for the Village's records. Because on-site construction observation is not included, Village staff will provide all plan changes as marked-up plan sheets for incorporation into the record drawings. This scope assumes one shop drawing submittal, three pay applications, one change order, and five site visits to support review of progress and final pay applications. We anticipate this work will require 40 hours of staff time. Additional submittals, pay applications, change orders, site visits, or hours beyond that amount will require additional compensation.

EXCLUSIONS

The following items are **not** anticipated to be required as part of this Scope of Services:

- » Daily onsite construction observation services (part-time and full-time).
- » Construction administration services beyond those itemized above.
- » Daily field records, quantity measurement and photo documentation of proposed improvements.
- » On-site quantity verification.
- » Review of Contractor-provided certified payroll documents.
- » Punchlist inspection and preparation.
- » Right-of-Way (ROW) or easement acquisition services.
- » Design engineering services.
- » Bidding documents and services.
- » Tree survey/Tree Preservation Plan.

- » Geotechnical borings, investigation, or report.
- » Archaeological investigation.
- » Environmental studies or remediation efforts.
- » Construction staking services.
- » Quality control/quality assurance materials testing.
- » Maintenance of traffic plans.
- » As-built surveys.
- » Permit fees.
- » ROW permitting.

Any of the above services can be performed at an additional cost to the project upon request.

SCHEDULE

Fehr Graham can initiate this project immediately upon the Village of Winnebago's approval.

FEES

Based on the information currently available, we are prepared to provide these services as outlined for the following Lump Sum fee schedule:

General Construction Management	<u>\$7,500.00</u>
Total	\$7,500.00

**Reimbursables are not to exceed a 15% markup. Payment for the services rendered will be requested via a monthly invoice. Fehr Graham does not accept credit and/or debit card payments.*

**All plan reproduction and distribution costs along with publication and permit fees will be paid direct by Client and are not included in the above fees.*

AUTHORIZATION

We appreciate the opportunity to present this proposal and trust that the information we have provided aligns with your expectations. Please sign the attached Agreement for Professional Services and return one copy to my attention.

As always, Fehr Graham is committed to providing the necessary resources to ensure this project's timely and competent progress. We look forward to working with you on this project. Should you have any questions, please do not hesitate to contact me at 815.394.4700.

Respectfully submitted,



Luke Ziegler
Project Engineer

LSZ:kk

Enclosure

N:\Proposals\2026\Luke Ziegler\Winnebago, Village of\Swift Street Construction Services\Village of Winnebago - 2026.05.18 Swift Street Water Main Construction Proposal.docx

AGREEMENT FOR PROFESSIONAL SERVICES

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

Description of Services:

Swift Street Infrastructure Improvements
Construction Management Services

Fehr Graham will complete the scope of services as outlined in the proposal dated May 20, 2026, included herein.

COST:

The Fixed Fee for performing the above services is \$7,500.

**Reimbursables are not to exceed a 15% markup. Payment for the services rendered will be requested via a monthly invoice. Fehr Graham does not accept credit and/or debit card payments.*

**All plan reproduction and distribution costs along with publication and permit fees will be paid direct by Client and are not included in the above fees.*

The attached General Conditions are incorporated into and made a part of this Agreement.

ACCEPTED AND AGREED TO:

I/we, the undersigned, authorize Fehr Graham to provide services as outlined above, and also agree that I/we are familiar with and **ACCEPT THE TERMS OF THE ATTACHED GENERAL CONDITIONS.**

CLIENT:

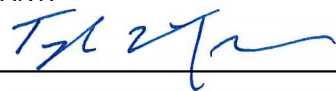
Signature _____

Name _____

Title _____

Date Accepted _____

CONSULTANT:

By  _____

Name Tyler Nelson, PE

Title Branch Manager

Date Proposed May 20, 2026

405.000026320.001

1. The Client requests the professional services of Fehr Graham hereinafter called "The Consultant" as described herein.
2. The Consultant agrees to furnish and perform the professional service described in this Agreement in accordance with accepted professional standards. Consultant agrees to provide said services in a timely manner, provided, however, that Consultant shall not be responsible for delays in completing said services that cannot reasonably be foreseen on date hereof or for delays which are caused by factors beyond his control or delays resulting from the actions or inaction of any governmental agency. Consultant makes no warranty, expressed or implied, as to his findings, recommendations, plans and specifications or professional advice except that they were made or prepared in accordance with the generally accepted engineering practices.
3. It is agreed that the professional services described in the Agreement shall be performed for Client's account and that Client will be billed monthly for said services. A 1½% per month service charge will be incurred by Client for any payment due herein and not paid within 30 days of such billing which is equal to an ANNUAL PERCENTAGE RATE OF 18%. Partial payments will be first credited to the accrued service charges and then to the principal.
4. The Client and the Consultant each binds himself, his partners, successors, executors, and assigns to the other party to this Agreement and to the partners, successor, executors, and assigns of such other party in respect to this Agreement.
5. The Client shall be responsible for payment of all costs and expenses incurred by the Consultant for his account, including any such monies that the Consultant may advance for Client's account for purposes consistent with this Agreement.
6. The Consultant reserves the right to withdraw this Agreement if not accepted within 30 days.
7. A claim for lien will be filed within 75 days of the date of an invoice for services (last day of services rendered) unless the account is paid in full or other prior arrangements have been made. All attorney fees incurred by the Consultant due to the filing of said lien or the foreclosure thereof shall be borne by the Client.
In the event suit must be filed by Consultant for the collection of fees for services rendered, Client will pay all reasonable attorney's fees and court costs.
If Client defaults in payment of fees or costs due under the terms of this Agreement and Consultant incurs legal expenses as a result of such failure, Client shall be responsible for payment for Consultant's reasonable attorney fees and costs so
8. The Consultant shall present, for the consideration of the Client, engineering and technical alternatives, based upon its knowledge and experience in accordance with accepted professional standards, with selection of alternatives and final decisions as requested by the client to be the sole responsibility of the Client.
9. Construction Phase Activities (When applicable) - In connection with observations of the work of the Contractor(s) while it is in progress the Consultant shall make visits to the site at intervals appropriate to the various stages of construction as the Consultant deems necessary in Agreement to observe as an experienced and qualified design professional the progress and quality of the various aspects of the Contractor(s)' work. Based on information obtained during such visits and on such observation, the Consultant shall endeavor to determine in general if such work is proceeding in accordance with the Contract Documents and the Consultant shall keep the Client informed of the progress of the work.
The purpose of the Consultant's visits to the site will be to enable the Consultant to better carry out the duties and responsibilities assigned to and undertaken by the Consultant during the Construction Phase, and, in addition, by exercise of the Consultant's efforts as an experienced and qualified design professional, to provide for the Client a greater degree of confidence that the completed work of the Contractor(s) will conform generally to the Contract Documents and that the integrity of the design concept as reflected in the Contract Documents has been implemented and preserved by the Contractor(s). The Consultant shall not, during such visits or as a result of such observations of Contractor(s)' work in progress, supervise, direct or have control over Contractor(s)' work nor shall the Consultant have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected by Contractor(s), for safety precautions and programs incident to the work of Contractor(s) or for any failure of Contractor(s) to comply with laws, rules, regulations, ordinances, codes, or orders applicable to Contractors(s) furnishing and performing their work. Accordingly, the Consultant can neither guarantee the performance of the construction contracts by Contractor(s) nor assume responsibility for Contractor(s)' failure to furnish and perform their work in accordance with the Contract Documents.
10. Estimates of Fees – When fees are on a time and material basis the estimated costs required to complete the services to be performed are made on the basis of the Consultant's experience, qualifications, and professional judgment, but are not guaranteed. If the costs appear likely to exceed the estimate in excess of 20%, the Consultant will notify the Client before proceeding. If the Client does not object to the additional costs within seven (7) days of notification, the increased costs shall be deemed approved by the Client.
11. The Consultant is responsible for the safety on site of his own employees. This provision shall not be construed to relieve the Client or the Contractor(s) from their responsibility for maintaining a safe work site. Neither the professional services of the Consultant, nor the presence of his employees or subcontractors shall be construed to imply that the Consultant has any responsibility for any activities on site performed by personnel other than the Consultant's employees or
12. Original survey data, field notes, maps, computations, studies, reports, drawings, specifications and other documents generated by the Consultant are instruments of service and shall remain the property of the Consultant. The Consultant shall provide copies to the Client of all documents specified in the Description of Services.
Any documents generated by the Consultant are for the exclusive use of the Client and any use by third parties or use beyond the intended purpose of the document shall be at the sole risk of the Client. To the fullest extent permitted by law, the Client shall indemnify, defend and hold harmless the Consultant for any loss or damage arising out of the unauthorized use of such documents.

13. No claim may be asserted by either party against the other party unless an action on the claim is commenced within two (2) years after the date of the Consultant's final invoice to the Client.
14. If a Client's Purchase Order form or acknowledgment or similar form is issued to identify the agreement, authorize open accounts for invoicing, provide notices, or document change orders, the preprinted terms and condition of said Purchase Order shall be superseded by the terms hereof.
15. Standard of Care – Services performed by Consultant under this agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other representation expressed or implied, and no warranty or guarantee is included or intended in any report, opinion or document under this agreement.
16. Liability Insurance – Consultant will maintain such liability insurance as is appropriate for the professional services rendered as described in this Agreement. Consultant shall provide Certificates of Insurance to Client, upon Client's request.
17. Indemnification and Limitation of Liability – Client and Consultant each agree to indemnify and hold the other harmless, including their respective officers, employees, agents, members, and representatives, from and against liability for all claims, costs, losses, damages and expense, including reasonable attorney's fees, to the extent such claims, losses, damages or expenses are caused by the indemnifying party's acts, errors or omissions.
The Client understands that for the compensation herein provided Consultant cannot expose itself to liabilities disproportionate to the nature and scope hereunder. Therefore, the Client agrees to limit Consultant's liability to the Client arising from Consultant's professional acts, errors or omissions, such that the total aggregate liability of Consultant shall not exceed \$50,000 or Consultant's total fee for services rendered on this Project, whichever is less.
18. Allocation of Risk – Consultant and Client acknowledge that, prior to the start of this Agreement, Consultant has not generated, handled, stored, treated, transported, disposed of, or in any way whatsoever taken responsibility for any toxic substance or other material found, identified, or as yet unknown at the Project premises. Consultant and Client further acknowledge and understand that the evaluation, management, and other actions involving toxic or hazardous substances that may be undertaken as part of the Services to be performed by Consultant, including subsurface excavation or sampling, entails uncertainty and risk of injury or damage. Consultant and Client further acknowledge and understand that Consultant has not been retained to serve as an insurer of the safety of the Project to the Client, third parties, or the public.
Client acknowledges that the discovery of certain conditions and/or taking of preventative measures relative to these conditions may result in a reduction of the property's value. Accordingly, Client waives any claim against Consultant and agrees to indemnify, defend, and hold harmless Consultant and its subcontractors, consultants, agents, officers, directors, and employees from any claim or liability for injury or loss allegedly arising from procedures associated with environmental site assessment (ESA) activities or the discovery of actual or suspected hazardous materials or conditions. Client releases Consultant from any claim for damages resulting from or arising out of any pre-existing environmental conditions at the site where the work is being performed which was not directly or indirectly caused by and did not result from, in whole or in part, any act or omission of Consultant or subcontractor, their representatives, agents, employees, and invitees.
If, while performing the Services set forth in any Scope of Services, pollutants are discovered that pose unanticipated or extraordinary risks, it is hereby agreed that the Scope of Services, schedule, and costs will be reconsidered and that this Agreement shall immediately become subject to renegotiation or termination. Client further agrees that such discovery of unanticipated hazardous risks may require Consultant to take immediate measures to protect health and safety or report such discovery as may be required by law or regulation. Consultant shall promptly notify Client upon discovery of such risks. Client, however, hereby authorizes Consultant to take all measures Consultant believes necessary to protect Consultant and Client personnel and the public. Furthermore, Client agrees to compensate Consultant for any additional costs associated with such measures.
19. In the event of legal action to construe or enforce the provisions of this agreement, the prevailing party shall be entitled to collect reasonable attorney fees, court costs and related expenses from the losing party and the court having jurisdiction of the dispute shall be authorized to determine the amount of such fees, costs and expenses and enter judgment thereof.
20. Assignment - Neither party to this Agreement shall, without the prior written consent of the other party, which shall not be unreasonably withheld, assign the benefit or in any way transfer its obligations under this Agreement or any part hereof; provided, however, either Party may freely assign this Agreement to a parent, subsidiary or affiliate without the other party's consent. This Agreement shall inure to the benefit of and be binding upon the parties hereto, and except as otherwise provided herein, upon their executors, administrators, successors, and assigns.
21. Termination – The obligation to provide further services under this Agreement may be terminated by either party upon seven (7) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. In the event of any termination, Consultant will be paid for all services rendered to the date of receipt of written notice of termination, at Consultant's established chargeout rates, plus for all Reimbursable Expenses including a 15% markup.
22. Provision Severable – The unenforceability or invalidity of any provisions hereof shall not render any other provisions herein contained unenforceable or invalid.
23. Governing Law and Choice of Venue – Client and Consultant agree that this Agreement will be governed by, construed, and enforced in accordance with the laws of the State of Illinois. If there is a lawsuit, Client and Consultant agree that the dispute shall be submitted to the jurisdiction of the Illinois District Court in and for Winnebago County, Illinois.