



VILLAGE OF WINNEBAGO

PUBLIC WORKS COMMITTEE MEETING AGENDA

Tuesday, May 21, 2024 at 1:30 PM
108 West Main Street and Virtually

To access meeting from any device: <https://global.gotomeeting.com/join/538875389>

Or by (Toll Free): 1 877 568 4106 | Access Code: 538-875-389

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **DISCLOSURE OF ANY CONFLICT OF INTEREST**
4. **APPROVAL OF MINUTES**
 - a. Minutes from April 15, 2024
5. **PUBLIC COMMENT**
6. **DISCUSSION**
 - a. Legal
 - i. Easement for water main looping, 624 S Church and 621 S Goodling Streets & Clayton Court
 - b. Projects
 - c. Purchasing
 - i. Construction Funding Report
 - d. Development/Misc.
 - i. Driveway/Sidewalk Permit Discussion
7. **OLD BUSINESS**
 - a. Legal
 - i. Downtown Parking/Overnight/Tenant Parking
 - ii. Discuss IGA between Village of Winnebago and Winnebago Township
 - iii. Signage for downtown Lots/Parking Ordinance/Tree Removals in the Right of Way
 - iv. Deeding of Willingham Subdivision Property from First Midwest Group to Winnebago Park District

v. IGA with Win-Bur-Sew

b. Projects

- i. Trail Head
- ii. Four Rivers Sanitation Authority (Formerly RRWRD) Projects/Activities
- iii. Winnebago County - Axim Geospatial Asset Inventory
- iv. Project Plan for IEPA Loan funding for pending water main upgrades
- v. Safe Routes to School Grant Opportunity

c. Purchasing

- i. Capital Building Spending Approval related to Hail Damage
- ii. Salt Status/Purchases
- iii. Snow Equipment - Purchase/Leasing

d. Development/Misc

8. EMPLOYEE INPUT

9. NEW BUSINESS

10. EXECUTIVE SESSION

11. NEXT MEETING DATE

12. ADJOURNMENT

Posted: May 17, 2024, at 12:15 p.m. at 108 W. Main Street, Winnebago, IL
and online at www.villageofwinnebago.com Tel 815.335.2020 | Fax 815.415-8491

/s/ Kellie Symonds, Deputy Clerk



VILLAGE OF WINNEBAGO

PUBLIC WORKS COMMITTEE MINUTES

Monday, April 15, 2024 at 5:00 PM
108 West Main Street and Virtually

To access meeting from any device: <https://global.gotomeeting.com/join/538875389>

Or by (Toll Free): 1 877 568 4106 | Access Code: 538-875-389

1. CALL TO ORDER

The meeting was called to order at 4:59PM

2. ROLL CALL

PRESENT

Chairman Jeremy Graham
Adam LeFevre
Mike McKinnon, virtually attending as of
5:00PM

GUESTS

Chad Insko, Public Works Director
Jimmy Johnson, Streets
Superintendent
Mary Gaziano, Village Attorney
Joey Dienberg, Village Administrator

3. DISCLOSURE OF ANY CONFLICT OF INTEREST

None

4. APPROVAL OF MINUTES

- a. Minutes from March 27, 2024
Motion made by LeFevre, Seconded by Chairman Graham.
Voting Yea: McKinnon, Chairman Graham, LeFevre

5. PUBLIC COMMENT

None

6. DISCUSSION

- a. Legal
 - i. Easement and possible annexation for water main looping, 624 S Church and 620 S Goodling Streets & Clayton Court
Attorney Gaziano stated that she has been in contact with both residents at 624 S. Church and 620 Goodling Street. After discussion with Public Works Director Insko, it

was decided that he would visit with both residents to go over the details of what will be happening on Wednesday this week.

Attorney Gaziano stated that the letters for Clayton Court have not gone out yet due to the record of addressee not being updated. She noted that once the addressees have been confirmed, the letters will go out. Public Works Director Insko recommended reaching out to either Mrs. Kellie Symonds or Mr. Casper Manheim to help verify a May closing date.

ii. Water Main Looping Swift and Cunningham

No updates at this time.

b. Projects

i. Strand Engineering Task Order Source Water Protection Plan

Public Works Director Insko stated that the EPA is now requiring a professionally sourced water protection plan by July 26, 2024. He noted that he has been in contact with Fehr-Graham and Strand engineering, but since it is a very involved engineering effort, Strand offered to do the work at a cost of \$15,200. Public Works Director Insko mentioned that this cost has been budgeted for and that he has made it clear to Strand that the quoted amount is the maximum that the Village will pay for these services. Trustee LeFevre requested that the language "not to exceed" be put in the request so that it is in writing.

Motion made to bring the approval, of the expenditure of \$15,200 from account number 51-44-532 for Strand Engineering to create the Village's Source Water Protection Plan, before the Board.

Motion made by LeFevre, Seconded by Graham.

Voting Yea: McKinnon, Chairman Graham, LeFevre. Motion Carried.

ii. 2024 MFT Street Project Bid Recommendation

Public Works Director Insko stated that the bids came in earlier this morning and were overall favorable for the Village. He noted that the lowest bid came in from Rock Road Companies at \$317,323.20, which includes the concrete for sidewalks. He mentioned that material can be added or removed and kept at the same unit pricing. Public Works Director Insko requested that the bid recommendation be brought before the Board by committee. Chairman Graham questioned if the Village is obligated to go with the

lowest bid, to which Public Works Director Insko noted MFT fund usage requires the lowest bid to be accepted, unless there is significant and valid reasoning not to.

The motion was made to recommend to the Board, the approval of Rock Road Companies' bid, which is not to exceed \$320,000.

Motion made by LeFevre, Seconded by Graham.

Motion carried.

iii. Project Plan for IEPA Loan Funding for Pending Water Main Upgrades

Public Works Director Insko stated that he was recently informed that the Archaeological survey is now complete with no findings. He noted that a letter from the Village needs to be sent on letterhead, re-validating their findings before the project can move forward.

iv. Clayton Court to Soper Street Water Main Looping

Public Works Director Insko stated that there is a small possibility of grant funding from the state for this project, but there have been no updates on the status at this time.

c. Purchasing

i. Purchase of Utility Terrain Vehicle (Approved in 2024 CY Budget)

Public Works Director Insko briefly recapped the history of discussion about purchasing a UTV with the Police Department. He went through the pricing on the different quotes received and mentioned that Sergeant Haff was confident that he would be able to do the up fitting of lights himself to save on costs.

Motion to recommend Board approval for the purchase of the 2024 Polaris Ranger XP 1000, from Monroe Powersports Inc., not to exceed \$28,000.

Motion made by LeFevre, Seconded by Chairman Graham.

Voting Yea: McKinnon, Chairman Graham, LeFevre

d. Development/Misc

i. Hiring of Public Works Laborer

Public Works Director Insko stated that of the approximate 67 applicants, 18 were selected for interviews. Of those 18 contacted, only about 10 scheduled interviews. He mentioned they had several no-call-no-shows, and ended up with 3-4 strong

candidates. Public Works Director Insko went over the selected applicant's credentials briefly and noted the new hire, Gage Offill's, excitement to join the department as Maintenance I laborer. His pay will still be split 50/50 between O&M and Streets, but Village Administrator Dienberg noted that for upcoming budgets, he is wanting to review how payroll is divided.

7. OLD BUSINESS

a. Legal

- i. Downtown Parking/Overnight/Tenant Parking
- ii. Discuss IGA between Village of Winnebago and Winnebago Township
Trustee LeFevre asked if there was an update, to which Attorney Gaziano responded that there was not, but that she would follow up on it.
- iii. Signage for downtown Lots/Parking Ordinance/Tree Removals in the Right of Way
- iv. Deeding of Willingham Subdivision Property from First Midwest Group to Winnebago Park District
- v. Sidewalk/Driveway Permitting
- vi. Verizon Wireless Lease
- vii. IGA with Win-Bur-Sew

b. Projects

- i. Trail Head
- ii. Four Rivers Sanitation Authority (Formerly RRWRD) Projects/Activities
- iii. Winnebago County - Axim Geospatial Asset Inventory

c. Purchasing

- i. Capital Building Spending Approval related to Hail Damage
- ii. Salt Status/Purchases
Streets Superintendent Johnson noted the Village has fulfilled our obligation in salt purchases.

d. Development/Misc

- i. Highlands Development - Open Items
- ii. Part-Time Seasonal Help
- iii. Street Maintenance/Crack Filling & Chip Sealing
- iv. DCEO Grant
- v. WINGIS

8. **EMPLOYEE INPUT**

None.

9. **NEW BUSINESS**

Public Works Director Insko stated that he and Attorney Gaziano have been working on a driveway/sidewalk permit intermittently, but that soon it will be moving higher on priority list.

Streets Superintendent Johnson noted that he would be taking a leave of absence soon for approximately 4-6 weeks.

10. **EXECUTIVE SESSION**

None

11. **NEXT MEETING DATE**

Village Administrator Dienberg requested that the Public Works Committee meeting become a regularly scheduled monthly meeting and proposed the third Monday of every month. Trustee LeFevre noted his schedule fluctuates a lot, but that it should work overall. The next meeting date was set for May 20, 2024, at 5PM.

12. **ADJOURNMENT**

Motion made by LeFevre, Seconded by Chairman Graham.
Voting Yea: McKinnon, Chairman Graham, LeFevre
Meeting was adjourned at 5:37PM.

UNAPPROVED

Jeremy Graham, Chairman



Agenda Item Executive Summary

Item Name Goodling and Church watermain looping Committee or Board Public works

BUDGET IMPACT

Amount:	TBD	Budgeted:	Yes
List what fund:	51-44-534		

EXECUTIVE SUMMARY

Approved in the 2024 O/M Budget is the engineering and construction of the Church Street and Goodling Street Water Main looping project,

To date Fehr Graham has designed the project that will eliminate 2 dead end water mains, replace 2 Fire hydrants, improve water quality, and potentially double the fire flows as well as maintain IEPA required minimum residual water pressure during fire flows. At this time last year Fehr Graham has identified that the existing utility easement is only 10' wide on the Church Street property and only 6' wide on the Goodling Street property and both existing easements are occupied by other conflicting utilities, we will need to gain a more usable easement. Due to the Easement restriction, and the preference of a 20' utility easement, Fehr Graham has drafted a proposed easement in parallel to the existing easements. The Village attorney has requested the legal descriptions from Fehr Graham to draft an easement for each.

ATTACHMENTS (PLEASE LIST)

Example of Easement letter from Village attorney with legal description included.

ACTION REQUESTED

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

MOTION:

Staff: Chad Insko Director of Public Works Date: 5/13/24



Agenda Item Executive Summary

Item Name Clayton Court to Cunningham and Soper ST. watermain looping Committee or Board Public works

BUDGET IMPACT

Amount:	TBD	Budgeted:	Yes
List what fund:	51-44-534		

EXECUTIVE SUMMARY

Approved in the 2024 O/M Budget is the engineering and construction of the Church Street and Goodling Street Water Main looping project,

To date Fehr Graham has designed the project that will eliminate 3 dead end water mains, install one Fire Hydrant, replace 2 Fire hydrants, improve water quality, and potentially double the fire flows as well as maintain IEPA required minimum residual water pressure during fire flows. At this time last year Fehr Graham has identified that the existing utility easement is only 10' wide on the Clayton Court properties and the existing easements are occupied by other conflicting utilities, we will need to gain a more usable easement. Due to the Easement restriction, and the preference of a 20' utility easement, Fehr Graham has drafted a proposed easement in parallel to the existing easements. The Village attorney has requested the legal descriptions from Fehr Graham to draft an easement where needed and due to some of the properties currently changing hands we are requesting approval to move forward with the new parcel owners to acquire said easements and that the appropriate Village personnel be allowed to sign said easements.

ATTACHMENTS (PLEASE LIST)

Example of Easement letter from Village attorney with legal description included.

ACTION REQUESTED

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

MOTION:

Staff: Chad Insko Director of Public Works Date: 5/14/24

This Space Reserved for Use by Recorder

PIN: 14-16-154-011

**WATER MAIN
LOOPING
EASEMENT**

THIS INDENTURE WITNESSETH, that:

WHEREAS, PAULETTE WEST, hereinafter "Grantor" is the owner of record of certain real property located in the Village of Winnebago, Illinois, commonly known as 621 S. Goodling Street, Winnebago, Illinois, 61088; and

WHEREAS, the VILLAGE OF WINNEBAGO, a municipal corporation and an Illinois Unit of Local Government (hereinafter sometimes referred to as Grantee), located in the County of Winnebago and State of Illinois, is about to cause or authorize the construction of certain water mains and extensions of existing water mains with fixtures and appurtenances thereto for looping purposes on S. Goodling Street in the Village of Winnebago, Illinois, to be a part of the system of water mains now constructed and hereafter to be constructed for the purposes of furnishing the means whereby the territory served by the Village may transport water at certain points in said Village; and

WHEREAS, it is necessary for said Village to obtain a perpetual easement, privilege, right, and authority to construct, reconstruct, repair, maintain, and operate said water main upon, under, and through the premises hereinafter described, as shown upon the proposed water main easement map marked Exhibit "A" hereto attached, and bearing P.I.N. 14-16-154-011; and

WHEREAS, any and all previously accrued easement rights to the subject property by the Village of Winnebago were transferred to the Rock River Water Reclamation District pursuant to the terms of the Intergovernmental Agreement dated September 23, 2010, between the Village of Winnebago and Rock River Water Reclamation District when the Village transferred its existing sewer system to the Rock River Water Reclamation District, and

WHEREAS, the Grantor is the owner in fee simple of the premises through which said water main is to be constructed, and is willing to grant a twenty (20) foot perpetual easement upon, under, and through said real estate for the purposes herein specified.

NOW, THEREFORE, in consideration of One and 00/100 Dollars (\$1.00) and other valuable consideration, the receipt of which is hereby acknowledged, and of the mutual

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Water Main Easement
PIN No: 14-16-154-011

covenants, conditions, and agreements herein contained, the **GRANTOR, PAULETTE WEST**, does hereby **GRANT and CONVEY** to the **VILLAGE OF WINNEBAGO, an Illinois Municipal Corporation and an Illinois Unit of Local Government**, the perpetual easement, privilege, right, access, and authority to perform looping of what is now a dead end water main on the property to the existing water main in the immediate area, and in so doing to construct, reconstruct, inspect, repair, maintain, and operate said water main upon, under, and through the premises owned by the undersigned Grantor, which easement description is set forth and described in the attached Exhibit "B", and is part of PIN No. 14-16-154-011.

The entire tract owned by Grantor is denoted PIN No. 14-16-154-011; and the water main looping easement area is legally described as follows:

The South 20 feet of the North 35 feet of the following described parcel:

Lot One (1) in West Fork Subdivision, in Part of the Northwest Quarter of Section 16, Township 26 North, Range 11 East of the Fourth Principal Meridian, according to the plat thereof recorded in Book 38, Page 48B, except that part lying South of the North line of Lots 3 and 4 in West Fork Subdivision Resh Farms No. 6, which plat is recorded in Book 41 of plats, Page 91A, all in Winnebago County, Illinois.

In consideration of the grant of the easement herein contained, the Village hereby agrees with the Grantor herein, as follows:

1. For the period when said water main is being constructed, the Grantee will use only so much of the premises owned by said Grantor as is reasonably necessary for the purpose of constructing said main looping, consistent with sound and economical engineering and construction practices and customs, for the moving, installation, and use of machinery and equipment and excavation and laying of water mains and appurtenances, and backfilling and replacing the soil and material necessarily removed from such excavation; that after the completion of such construction and the restoration of the surface of the ground to its original condition as may be practical, that said Grantee will use only so much of the Grantor's land as is necessary for the purposes of inspection service, maintenance, repair, and replacement, and except as herein expressly granted, the Grantor shall retain all right to the use and occupation of said real estate, and such use and occupation shall not be interfered with unnecessarily by any work performed under this grant.
2. All right, title, and interest in and to any easement area under this easement which may be used and enjoyed without interfering with the rights conveyed by this easement are reserved to Grantor; provided, however, that Grantor shall not erect or maintain any buildings which may cause damage to, or interfere with, the improvements to be placed within the water main easement area; or develop, landscape, or beautify any easement area in any way which would unreasonably or materially increase the costs to Grantee of installing the improvements or restoring any of the easement areas after such installation. Reasonable and typical yard-style activities, such as gardening, would be permissible under the terms of this easement. Grantors recognize the ability to construct, or place, a

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Water Main Easement
PIN No: 14-16-154-011

structure on the perpetual water main easement area described herein has already been negated by the fact of the existing Rock River Water Reclamation District easement to the immediate north of the instant perpetual easement.

3. Grantee shall construct the improvements in a workmanlike manner and in compliance with the applicable statutes, ordinances, rules, and regulations of all governing public authorities as those statutes, ordinances, rules, and regulations are amended from time to time.
4. Materials, machinery, and equipment used in the construction of said water main looping, shall be transported to the site of the work only along the line where said water main is being placed, and only for such distance on either side of the center line of the water main as may be reasonably necessary for the purposes of such construction, and all other portions of the premises owned by the Grantor shall not be used except by permission of the Grantor.
5. All surface soil and debris excavated from the real estate, hereinbefore referred to in the construction of said work, may be disposed of by the Grantee in the same manner as above specified for the transportation of material to the place of construction. The surface of the ground, all fences and other structures on said premises touched, or in any manner altered, by the construction of said water main, shall be restored to the same condition as nearly as may be, as the same existed before the commencement of the work. At the Grantor's request, Grantee shall replace any disturbed grassy area, and only any such area, with sod.
6. There are trees located in the legally described easement area, and directional boring will be utilized, such that said trees will not need to be removed due to the construction work being completed by Grantee in accordance with this perpetual Water Main Looping Easement.
7. Grantor hereby agrees that the Grantee shall have the right of access across said premises for the purpose of construction, reconstruction, inspection, repairing, maintaining, and operating said water main.
8. The Grantee shall indemnify and save harmless the Grantor from any injury to persons or loss or damage to personal or real property which said Grantor may suffer, incur, or sustain arising proximately from the actions of Grantee, or its agents, during the performance of work under this grant. Such indemnity and hold harmless is intended to apply only to damages or injuries suffered by Grantor from actions by Grantee, or its agent, as well as Grantor's liability for actions brought by third parties for damages or injuries arising from actions by Grantee or its agents, and shall not apply to damages or injuries to third parties arising from Grantor's actions or failures to act.

This paragraph shall apply only to actual injuries or damages, and not to consequential, remote, speculative, or punitive damages.

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Water Main Easement
PIN No: 14-16-154-011

9. Said Grantor hereby agrees that all connections with said water main made at any point in the line hereinabove described shall be made in such manner as may be prescribed by the Grantee and under its supervision, and such connections shall be used for the sole purpose of installing water main looping and maintaining the water main and looping by Grantee.
10. Grantor hereby agrees that construction material, fill, ponds, permanent structures, or other encumbrances to construction or maintenance of said water main looping shall not be placed on the easement premises or material cut away from the easement premises, either temporarily or permanently, without Grantee's permission, which permission shall not be unreasonably withheld, and Grantor shall not erect any barriers to Grantee's use of the easement herein granted.
11. It is agreed that said water main looping shall become a part of the waterworks system of the Grantee.
12. The location of the new fire hydrant associated with this water main looping project shall be located within 2-3 feet of the existing fire hydrant that is being removed on Goodling Street as part of this water main looping project.
13. Two (2) inch water hookup service shall be provided to the Owner by the Village, with the hookup being at the Village's sole expense, and to occur in the future when requested by the owner.
14. This indenture shall run with the land, and shall be binding upon the grantees, assigns, heirs, and successors of the parties hereto.
15. This easement shall be effective upon the date it is recorded with the Winnebago County Recorder's Office, subsequent to its acceptance by the Village of Winnebago Board of Trustees via ordinance, and execution by the Grantor and an authorized representative of Grantee.
16. Any individual signing on behalf of a party to this easement states that he or she is the duly authorized representative of the signing party and that his or her signature on this easement has been duly authorized by, and creates the binding and enforceable obligation of, the party on whose behalf the representative is signing.

IN WITNESS WHEREOF said Grantor and Grantee have both cause their respective names to be hereto subscribed, with corporate seals of any corporate party to be hereto affixed by

the proper officers thereunto authorized, on the dates stated below.

Grantor:

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Water Main Easement
PIN No: 14-16-154-011

Paulette West

ATTEST:

DATED: _____

Sally Jo Huggins,
Village Clerk

Grantee:
**Village of Winnebago, a Municipal Corporation and an
Illinois Unit of Local Government**

(S E A L)

By: _____
Franklin J. Eubank, Jr., Village President

DATED: _____

STATE OF ILLINOIS)
COUNTY OF WINNEBAGO) SS
)

I, the undersigned, a Notary Public in and for said County and State aforesaid, **DO**
HEREBY CERTIFY that Paulette West whose name is subscribed to the foregoing instrument,
appeared before me this day in person and severally acknowledged that as such owner of the real
estate located at 621 S. Goodling Street, Winnebago, Illinois, she signed and delivered the said
above instrument as her free and voluntary act, and as then free and voluntary act for the
corporate uses and purposes therein set forth.

Given under my hand and Notarial Seal this _____ day _____ of, 2024.

Notary Public

STATE OF ILLINOIS)
COUNTY OF WINNEBAGO) SS
)

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Water Main Easement
PIN No: 14-16-154-011

I, the undersigned, a Notary Public in and for said County and State aforesaid, **DO**
HEREBY CERTIFY that Franklin J. Eubank, Jr., personally known to me to be the
President of the Village of Winnebago, an Illinois Municipal Corporation, and Sally Jo Huggins,
personally known to me to be the Village Clerk of said Municipal Corporation, whose name are
subscribed to the foregoing instrument, appeared before me this day in person and severally
acknowledged that as such President and Village Clerk, they signed and delivered the said
instrument of writing as President and Village Clerk of said Municipal Corporation, and caused
the seal of said Municipal Corporation to be affixed thereto, pursuant to authority given by the
Board of Trustees of said Municipal Corporation as their free and voluntary act, and as the free
and voluntary act and deed of said corporation for the uses and purposes therein set forth.

Given under my hand and Notarial Seal this _____ day _____ of 2024.

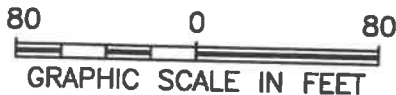
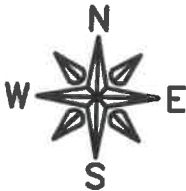
This instrument was prepared by:
Attorney Mary J. Gaziano
One Court Place, Suite 200
Rockford, Illinois 61101
E-mail: MJGaziano@aol.com
(815) 962-6800
Village Attorney

Return To:
VILLAGE OF WINNEBAGO
c/o Attorney Mary J. Gaziano (Box)
One Court Place, Suite 200
Rockford, IL 61101



LEGEND

-  EXISTING EASEMENT
-  PROPOSED EASEMENT



PROPOSED WATER MAIN EASEMENT

621 SOUTH GOODLING STREET

VILLAGE OF WINNEBAGO ILLINOIS

The South 20 feet of the North 35 feet of the following described parcel:

Lot One (1) in West Fork Subdivision, in Part of the Northwest Quarter of Section 16, Township 26 North, Range 11 East of the Fourth Principal Meridian, according to the plat thereof recorded in Book 38, Page 48B, except that part lying South of the North line of Lots 3 and 4 in Westfork Subdivision Resh Farms No. 6, which plat is recorded in Book 41 of plats, Page 91A, all in Winnebago County, Illinois.

05/06/24

FEHR GRAHAM

ENGINEERING & ENVIRONMENTAL

ILLINOIS DESIGN FIRM NO. 184-003025

© 2024 FEHR GRAHAM

ILLINOIS

IOWA

WISCONSIN

PLAT DATE: 5/3/24

C:\3D\22-837\22-837 DESIGN.dwg, 621 overall

Approved Expenses 2024

Section 6. Item #c.

Month Ending: 5/31/24

Last Updated: 5/16/24

Tracking construction and engineering payments for large projects in the fiscal year.

DATE	TASK ORDER	PROJECT	AMOUNT	ENGINEERING	2022	2023	JAN-JUL	AUG	SEP	OCT	NOV	DEC	TOTAL PAID	ADJ	BALANCE
6/13/22		Water Main Project-ENG.		\$ 19,500.00	\$ 9,040.00								\$ 9,040.00	\$ -	\$ 10,460.00
11/14/22	PRJ: 22-1342	IEPA Project Plan-ENG.		\$ 25,000.00	\$ 4,375.00	\$ 13,125.00	\$ 7,300.00						\$ 24,800.00	\$ -	\$ 200.00
9/11/2023	PRJ: 23-135/ 23-19R	Safe Route to Schools-ENG.	\$ 6,000.00			\$ 6,000.00							\$ 6,000.00	\$ -	\$ -
10/9/2023	PRJ: 23-1378	Clayton Ct wtr Main Loop- ENG.		\$ 48,500.00		\$ 24,525.00	\$ 8,250.00						\$ 32,775.00	\$ -	\$ 15,725.00
10/9/2023		Clayton Ct wtr Main Loop- Constr.											\$ -	\$ -	\$ -
		Clayton Ct wtr Main Loop-InHouse													
3/11/2024		Sidewalk Program-ENG	\$ 10,000.00										\$ -	\$ -	\$ 10,000.00
4/8/2024	RES 24-10	Sidewalk Program- InHouse	\$ 40,000.00										\$ -	\$ -	\$ 40,000.00
			\$ 56,000.00	\$ 93,000.00	\$ 13,415.00	\$ 43,650.00	\$ 15,550.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 72,615.00	\$ -	\$ 76,385.00

Com Ed Utility Tax

5% Tax on Electricity in the Village. Revenue pays for street lighting and road projects.

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Carryover/prior year		\$ 47,048.30	\$ 94,867.26	\$ 107,096.01	\$ 40,676.97	\$ 97,179.19	\$ 174,047.12	\$ 88,619.49	\$ 70,011.56				
Tax Received	\$ 103,689.63	\$ 118,633.47	\$ 116,980.22	\$ 112,430.13	\$ 111,720.69	\$ 114,727.51	\$ 113,389.96	\$ 119,176.09	\$ 31,422.05				
Cost of Lighting	\$ (33,526.45)	\$ (34,817.09)	\$ (37,148.24)	\$ (28,849.17)	\$ (55,218.47)	\$ (37,859.58)	\$ (43,314.54)	\$ (39,105.99)	\$ (6,873.41)				
Cost of Street project(s)	\$ (23,114.88)	\$ (35,997.42)	\$ (67,603.23)	\$ (150,000.00)			\$ (155,503.05)	\$ (98,678.03)					
Balance	\$ 47,048.30	\$ 94,867.26	\$ 107,096.01	\$ 40,676.97	\$ 97,179.19	\$ 174,047.12	\$ 88,619.49	\$ 70,011.56	\$ 94,560.20	\$ -	\$ -	\$ -	\$ -

A/O 5/16/24

Sullivan's Sales Tax Rebate Agreement

Annexation Agreement that 35% of Sales tax is rebated annually until \$600,000 is reached.

Beginning Balance	2012-2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	Total Paid	Balance Due
\$ 600,000.00	\$ 125,603.00	\$ 44,695.00	\$ 46,428.00	\$ 46,280.00	\$ 46,128.00	\$ 46,274.00	\$ 54,158.00	\$ 50,527.00	\$ 52,192.45	\$ 54,669.65		\$ 566,955.10	\$ 33,044.90
									Accrued liability for 2024	\$ 17,474.45		94%	\$ 15,570.45

Approved Expenses 2024

Tracking items or services that were approved in the fiscal year.

RES	BOARD MEETING DATE	ITEM	VENDOR	DESCRIPTION	LINE-ITEM	APPROVED AMT	PAID TO DATE	BALANCE	
-	October 9, 2023	WATER MAIN LOOPING	FEHR GRAHAM	ENGINEERING CLAYTON COURT WATER LOOPING	51-44-532	\$ 48,500.00	\$ 8,250.00	\$ 40,250.00	
23-24R	December 11, 2023	ROAD SALT	JPMC ROCK SALT	SALT FOR ROADWAYS 2023-2024	01-42-514	\$ 27,566.00	\$ 25,186.48	\$ 2,379.52	
-	January 8, 2024	WATER MAIN SUPPLIES	CORE & MAIN	CLAYTON COURT WATER LOOPING	51-44-542	\$ 20,000.00	\$ 18,783.31	\$ 1,216.69	
-	January 8, 2024	FEHR GRAHAM PROPOSAL	FEHR GRAHAM	PHASE 1 ARCHAEOLOGICAL SURVEY- IEPA PROJ	51-44-532	\$ 7,500.00	\$ 7,300.00	\$ 200.00	
24-02R	January 8, 2024	POWEREDGE R450 RACK SERVER	ROCKFORD IT	NEW SERVER TO MANAGE SOFTWARE AND INSTALLATION	51-44-512	\$ 18,000.00		\$ 18,000.00	
					01-43-512				
					01-41-512				
23-23R	December 11, 2023	MFT ROAD PROJECT	MFT/BEST BIDDER	24 ROADWAY PROJECT	15-46-850	\$ 317,323.20		\$ 317,323.20	
23-23R	December 11, 2023	MFT ENGINEERING	FEHR GRAHAM	MFT ENGINEERING EXPENSE	15-46-502	\$ 57,283.24	\$ 16,317.37	\$ 40,965.87	
								\$ -	
						TOTAL	\$ 496,172.44	\$ 75,837.16	\$ 420,335.28

Completed with Outstanding Balances

DATE	TASK ORDER	PROJECT	AMOUNT	ENGINEERING	2022	JAN - JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL PAID	ADJ	BALANCE
2/13/2023		2023 Road Project-Constr	\$ 226,936.29				\$ 160,554.86				\$ 10,339.43		\$ 170,894.29	\$ -	\$ 56,042.00
2/13/2023		2023 Road Pj - Engin Des		\$ 18,812.75		\$ 16,137.25		\$ 964.50		\$ 303.00	\$ 1,367.50		\$ 18,772.25	\$ -	\$ 40.50
2/13/2023		2023 Road Pj - Engin Con		\$ 10,688.97		\$ 8,694.00	\$ 1,554.00	\$ 354.50				\$ 77.25	\$ 10,679.75	\$ -	\$ 9.22



Agenda Item Executive Summary

Item Name Driveway Sidewalk Permit Discussion Committee or Board Public Works Committee

BUDGET IMPACT

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

EXECUTIVE SUMMARY

The Village of Winnebago currently lacks a formal application process for driveway permits. To ensure uniformity and adherence to village standards, Staff is proposing a formal Driveway/Sidewalk Permit. The existing inconsistencies in driveway and sidewalk construction can lead to increased expenses and can affect other village infrastructure. The Unified Development Ordinance (UDO) outlines specific requirements for driveway and sidewalk construction, including setbacks, paving standards, and ADA compliance. Staff recommends adopting an ordinance requiring permits for driveway replacements and ensuring all inspections are conducted by Public Works Staff. If the Committee is in favor of the program, application requirements and inspection procedures will be drafted for future review and final ordinance approval by the Village Board.

ATTACHMENTS (PLEASE LIST)

Staff Memo, Driveway Permit Application Examples

ACTION REQUESTED

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

MOTION:

- ☐ Coming from Committee

Staff: Joseph Dienberg, Village Administrator
Chad Insko, Director of Public Works Date: 5/20/2024



VILLAGE OF WINNEBAGO

MEMORANDUM OF RECOMMENDATION

Prepared By: Joseph Dienberg, Village Administrator
Chad Insko, Director of Public Works

Meeting Name: Public Works Committee

Meeting Date: May 20, 2024

Item Name: Driveway/Sidewalk Permit Discussion

Background Information:

The Village of Winnebago does not currently have any formal application for a driveway permit. At the adoption of the Unified Development Ordinance (UDO), specific requirements were detailed. The UDO additionally has standard sidewalk requirement. Seeking uniformity and enforcement of village standards, the Public Works Department is looking to formalize a Driveway/Sidewalk Permit.

The inconsistencies that currently exist can create more expense and labor for the village when projects are done incorrectly. Specifically, whenever a project is completed with Motor Fuel Tax (MFT) funds, all sidewalks must be ADA compliant, if there are inconsistencies, then the village is required to make any needed repairs as a part of the project, increasing the project cost. Additionally, if any other situation arises where the village is required to intervene in an improperly installed driveway/sidewalk, that has the ability to create a poor image for the village and its staff, as well as a poor relationship between the village and the impacted resident. ***Below is a summary of the driveway construction requirements from Section 12.14 and Section 9.03.06 of the Unified Development Ordinance (UDO) for the Village of Winnebago, regarding driveways and sidewalks:***

Driveways:

1. Setbacks for Parking Spaces and Driveways:

- **General Rule:** No parking space or driveway paving is allowed in required front or side yards abutting a street, except for specific residential allowances.
- **Residential Zones:** Driveways can be in front and side yard setbacks for single-family homes, up to the width of the garage or 25 feet, whichever is greater.

- **Multi-Family/Non-Residential Zones:** No parking/paving within the front yard, 20 feet of side lot lines, 5 feet of rear lot lines, or required side yards abutting streets.
2. **Paving in Yards:**
- All parking areas and driveways (except for single-family and two-family residences) must maintain at least a 5-foot setback from property lines and 10 feet from street right-of-way lines, with 6-inch concrete curbing.
3. **Driveway Standards in Residential Districts:**
- Driveways cannot exceed 40% of the lot width or 36 feet, whichever is less.
 - Driveways cannot cover more than 40% of the front yard setback area.
 - Construction must comply with Village standards.
 - Driveways must have proper curb cuts as determined by the Village Engineer.
 - No parking to reduce driveway width to less than 14 feet in multi-unit buildings or structures needing a rooming house license.

Sidewalks:
Additionally, Section 9.03.06 of the Village of Winnebago UDO details the construction requirements for sidewalks and how driveways intersect and affect these sidewalks. The relevant points are summarized below:

1. **Sidewalk Location and Continuity:**
- Sidewalks must extend continuously through driveways.
 - At driveway entrances, the sidewalk thickness must increase from the standard four (4) inches to six (6) inches to accommodate vehicle traffic.
2. **Sidewalk Construction:**
- Sidewalks are to be constructed of Portland Cement Concrete (PCC), at least five (5) feet wide and a minimum of four (4) inches thick.
 - They must maintain appropriate cross-slopes to meet ADA requirements even when extending through driveways.
3. **Sidewalk and Driveway Integration:**
- Aggregate base beneath sidewalks must be at least four (4) inches thick and compacted with CA-6 gradation.
 - When continuous sidewalks are constructed, if not completed simultaneously, they require three (3) number 6 smooth dowel rods with expansion caps between previously and newly constructed sections.

4. **ADA Compliance:**

- Sidewalks must conform to the Americans with Disabilities Act (ADA) requirements, including maintaining a maximum 2 percent cross-slope directed toward the street.
- Accessibility ramps must be installed at intersections between the street pavement and sidewalk, providing a consistent slope from the perpendicular sidewalks to the curb flowline.

Recommendation:

To ensure that all driveways in the Village of Winnebago remain consistent with all requirements specified in the UDO, staff is recommending the adoption of an ordinance that will require a permit be obtained by any individual, contractor, or developer in any driveway replacement.

Additionally, given the expertise in the area, the impact on public works if done incorrectly, and regular practices of other communities, staff is recommending that all driveway and sidewalk inspections be completed by Village of Winnebago Public Works Staff.

If the Public Works Committee recommends the creation of the above permit, staff will draft application requirements as well as inspection procedures that should be included in any adopted ordinance. Pending the review of those requirements at a future Public Works Committee Meeting and potential recommendation, the Village Attorney would draft the final ordinance to be brought before the Village Board for final approval.

City of Rockford, Illinois

Public Works Department
 Construction and Development Services
 425 East State Street, Rockford, IL 61104
 Phone: 779-348-7174 Fax: (815) 967-7058
 Web: www.rockfordil.gov

**DRIVEWAY / CURBCUT / SIDEWALK PERMIT APPLICATION****Project Details****PERMIT FEE : \$40.00**Check all that apply: ☐ DRIVEWAY ☐ CURBCUT ☐ SIDEWALK ☐ APPROACH

Project Address:

Scope of Work:

Driveway is: ☐ NEW ☐ EXISTINGSidewalk Installed? ☐ YES ☐ NO

Length of New Sidewalk:

Impervious Surface Percent:

Existing Width at Street:

Proposed Width at Street:

Existing Width at ROW:

Proposed Width at ROW:

Property Owner Information

Name:

Phone:

Email/
Fax:

Address:

City:

State:

Zip:

Contractor Information

Name:

Phone:

Email/
Fax:

Address:

City:

State:

Zip:

CONTRACTOR MUST HAVE PROOF OF INSURANCE AND BOND ON FILE WITH THE CITY OF ROCKFORD TO PERFORM WORK WITHIN THE RIGHT-OF-WAY. PERMIT WILL NOT BE ISSUED UNTIL REQUIREMENTS ARE MET.

The above applicant requests permission to excavate and/or occupy the public right-of-way in the City of Rockford and agrees to indemnify, hold harmless, and defend the City of Rockford, its officers, agents, and employees, from any and all claims resulting from injuries, including death, damages or losses, including, but not limited to the general public, which may arise or which may be alleged to have arisen out of, or in connection with such excavation and occupancy. I hereby agree to perform the work in accordance with the provisions, specifications and requirements of all of the following:

- Chapter 26, as revised, of the City of Rockford, Code of Ordinance and the current version of the City of Rockford Zoning Ordinance.
- Traffic control shall always be provided by the applicant or contractor and will be in accordance with the Illinois Manual on Uniform Traffic Control Devices for Streets and Highways, as revised. A traffic control plan and standard details may be required based on the Engineer's or designee's discretion. 48 hour notice required for closure.
- Accessibility requirements shall be in accordance with the Illinois Accessibility Code and a current IDOT Standard shall be submitted with the application when applicable.
- Erosion & sediment control shall be in accordance with all requirements set forth in the current revision of the General NPDES Permit No. ILR10. Stabilization measures must be initiated within seven (7) days after construction activities have temporarily or permanently ceased.
- All other federal, state, and local requirements as they may apply.

THE FOLLOWING ITEMS ARE TO BE SUBMITTED WITH THE APPLICATION:

- **CERTIFICATE OF INSURANCE** - \$3,000,000 per occurrence, City of Rockford listed as additional insured, and valid through the permit period.
- **CERTIFICATE OF BOND** - \$50,000 limit, acceptable forms are Right-of-Way and License & Permit, City of Rockford listed as Obligatee, and valid through the permit period.
- **PROJECT DESCRIPTION** - including site plan / drawings and schedule for all activities taking place in the public right-of-way including dimensions of pavement cuts.
- **TRAFFIC CONTROL PLAN** - Any closure of streets or sidewalks shall require a traffic control plan to be submitted.

(AUTHORIZED REPRESENTATIVE SIGNATURE)

(AUTHORIZED REPRESENTATIVE PRINTED NAME)

FOR INTERNAL USE ONLY

APPROVED BY:

START DATE:

/ /

EXPIRES:

/ /

APPROVAL DATE:

/ /

PERMIT FEE:

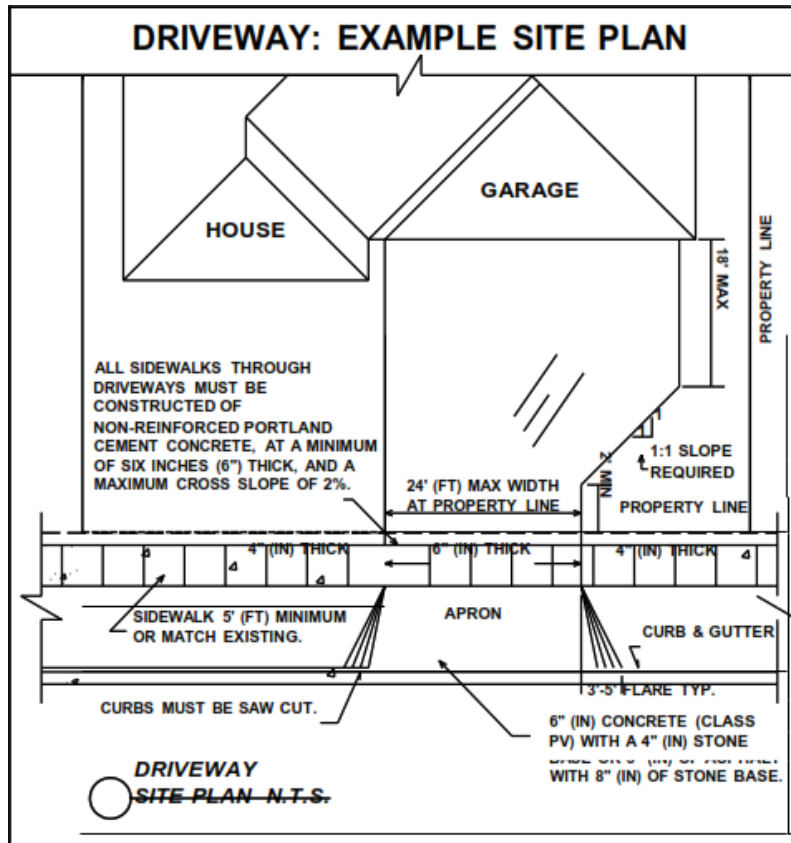
PERMIT #:

(PAY CODE - 10101000-61407)

Special Conditions:

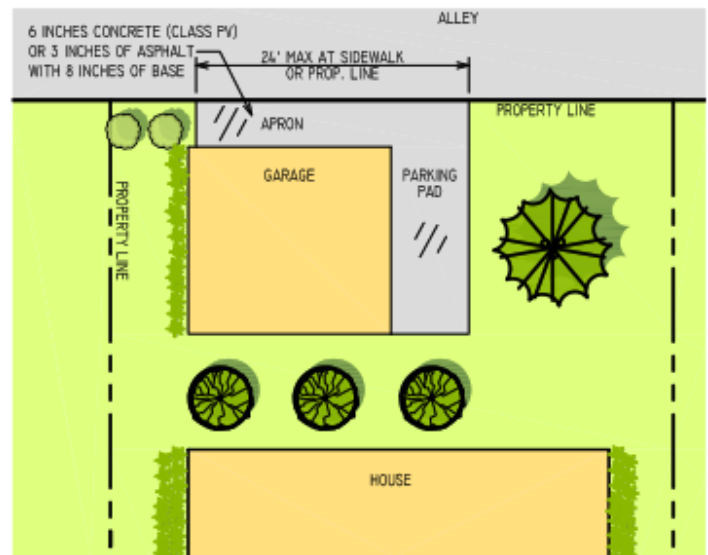
QUICK REFERENCE GUIDE

Section 6. Item #d.

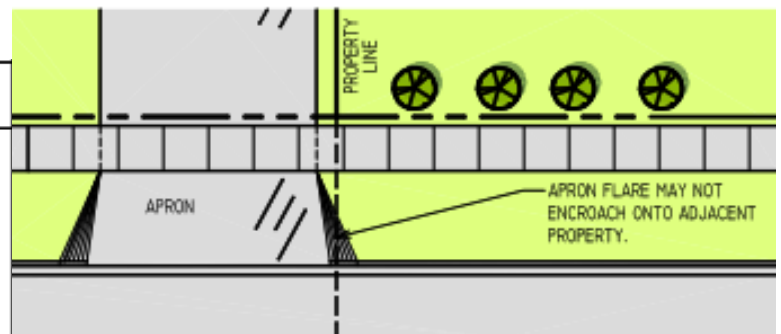
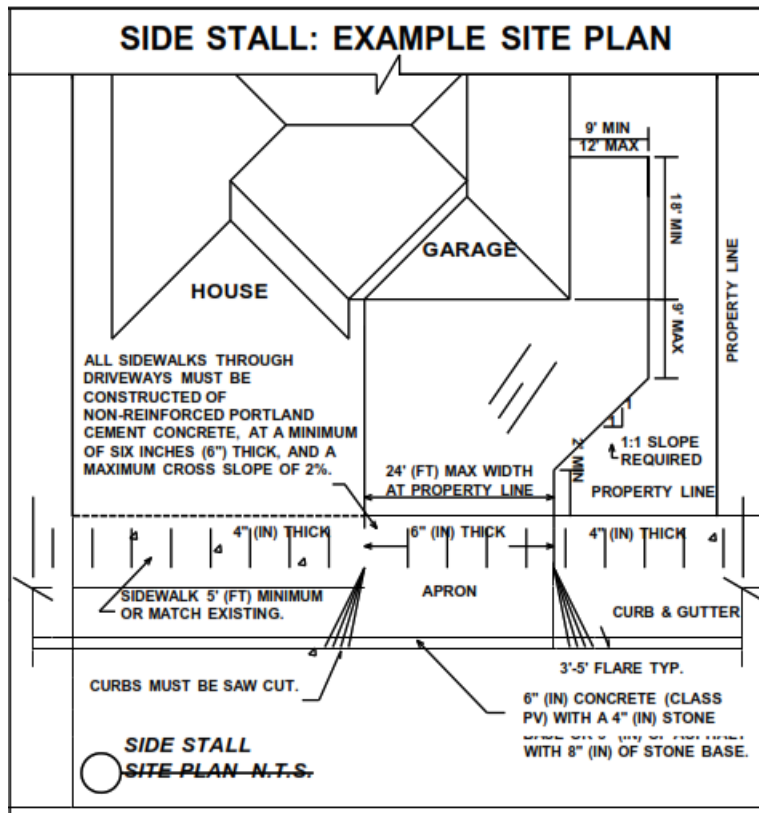


Approaches from Alleys

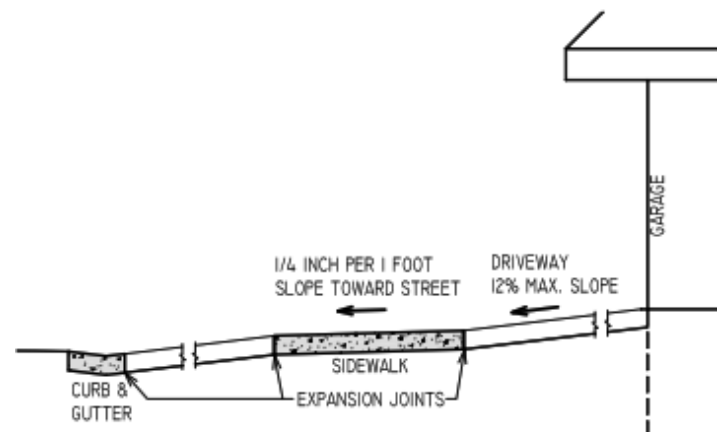
- The same construction standards for Driveways apply to approaches off of alleys
- A permit is required and the same application for driveways, curbcuts, and sidewalks must be used.



TYPICAL SITE PLAN - ALLEY

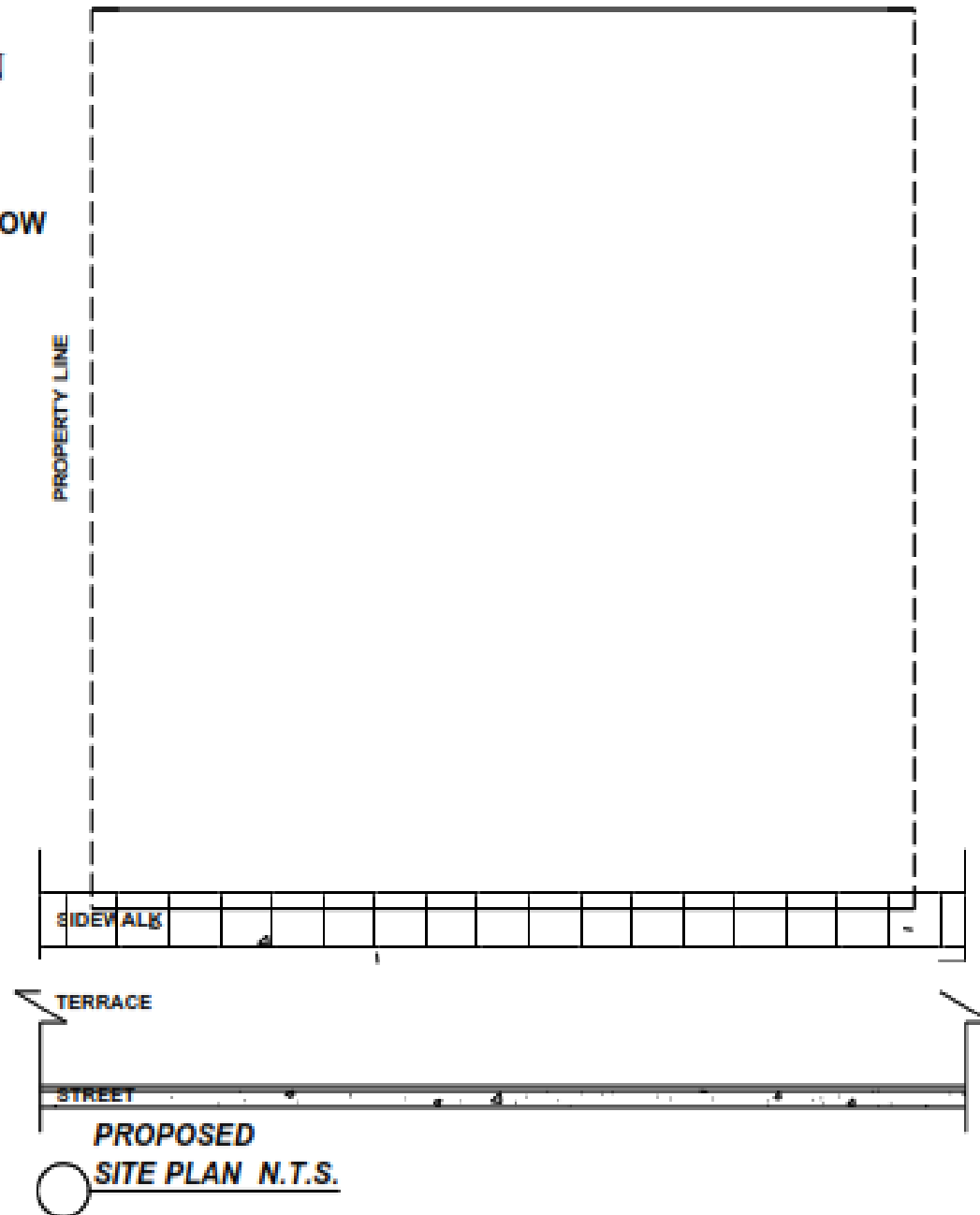
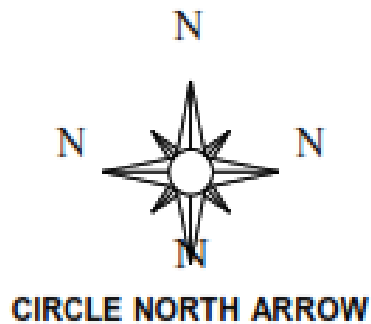


APRON @ PROPERTY LINE



SIDEWALK/DRIVEWAY CROSS SECTION

****DRAW YOUR PROPOSED DRIVEWAY SITE PLAN BELOW****



NOTES FOR DRAWING

Section 6. Item #d.

- Show all building structures (house, garage, deck, shed, etc.)
- Provide existing and proposed curb cut length and driveway width.
- If there is not enough space provided please attach a separate site plan.

CONSTRUCTION NOTES:

- Expansion joints must be installed on both sides of the approach and sidewalk.
- Sidewalks must have a minimum of a 2" (in) stone base.
- Driveways shall be constructed of an approved material as described in the most recent revision of the Engineering Design Criteria.
- The natural or existing drainage pattern must be maintained. Water will not be permitted to be directed toward an adjacent property.
- All curbs must be saw cut when removed.
- Only ONE access point is allowed per lot unless the street frontage length meets the criteria for a circular driveway.



November 2022

REQUIREMENTS

- ☐ Only 1 driveway and approach are permitted on a single-family lot. Circular drives are prohibited.
- ☐ If constructing a concrete driveway, a minimum of 3000 psi air entrant concrete must be used.
- ☐ Maximum slope/grade of a driveway shall be 8%.
- ☐ Surface water drainage from a new driveway or service walk cannot flow onto a neighboring property.
- ☐ Driveways installed up to the neighboring property line shall provide a curb, or raised edge to prohibit the flow of water directly to the neighboring property. Driveways shall be pitched to the front and back so as to not cause sheet draining onto the adjoining property and thereby cause a nuisance to neighboring properties.
- ☐ The approach width shall match the driveway width at the sidewalk with a minimum 1 ft and maximum 2 ft flare on each side at the curb or edge of pavement. The width measurement shall include all hardscape surfaces including paver blocks (i.e. driveway ribbons).
- ☐ The impervious surface for each single-family/duplex lot will be calculated as part of the driveway permit review. The maximum impervious surface shall not exceed:

Lot Size	Max. Impervious Surface
20,000 sq.ft. or larger	30%
10,800 sq.ft. – 19,999 sq.ft.	35%
Less than 10,800 sq.ft.	40%
Duplex lot	45%

- ☐ Constructions standards:

Project	Minimum Base (compacted gravel)	Minimum Material Thickness
Concrete Driveway, Approach & Sidewalk	4"	5" concrete
Asphalt Driveway	4"	3" compacted
Brick Paver Driveway	4" or manufacture's specifications (plus ½" of sand)	4" paver
Service Walk	4"	4" concrete



☐ Required driveway and approach dimensions (must be labeled on Plat of Survey):

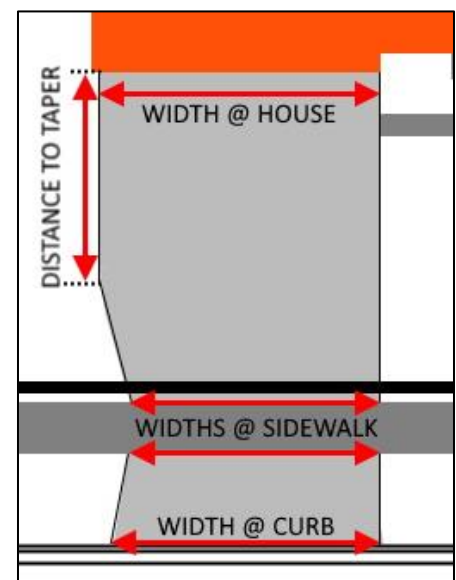
Driveway Type	Minimum Driveway Width	Maximum Width of Driveway Approach at Sidewalk	Width at Curb
Single	10 feet	18 feet	22 feet
Double	18 feet	24 feet	28 feet
Triple	27 feet	28 feet	32 feet

WHAT YOU NEED TO APPLY

- ☐ A completed and digitally signed application at the Village of Bartlett Permitting and Licensing Portal.
- ☐ A PDF of the signed **contract** describing the cost of the project and the driveway specifications
- ☐ **The Plat of Survey** (to scale), in PDF format, showing the proposed driveway with dimensions as shown on the *Required Dimension Exhibit*
- ☐ **Permit fee** (see chart below)

Estimated Cost of the Project	Permit Fee
Less than \$500.00	\$40.00
\$500.00 but less than \$1,000.00	45.00
\$1,000.00 but less than \$2,500.00	50.00
\$2,500.00 but less than \$5,000.00	60.00
\$5,000.00 but less than \$10,000.00	90.00
\$10,000.00 or more	12.00 per thousand

Required Dimension Exhibit





ADDITIONAL INFORMATION

- ☐ **No work can begin until a building permit has been issued.**
- ☐ If a **contractor** is performing the work, they **must be registered with the Village of Bartlett** as a licensed contractor.
- ☐ The homeowner or contractor must call JULIE at 811 or 1-800-892-0123 before you dig.
- ☐ All projects that include work on the **driveway approach(Apron)** are subject to **Public Works approval** and extend the application review time by 5 days.
- ☐ **A pre-pour inspection is required** upon completion of the base.
- ☐ **A final inspection is required** upon completion of work to close out the permit.
- ☐ **Schedule your inspections at the Village of Bartlett Permitting and Licensing Portal or call the Building Division at 630-540-5920 at least 48 hour – 72 hours in advance to schedule an inspection.**



Village of Davis Junction
106 N. Elm Street, P.O. Box 207
Davis Junction, Illinois 61020
(815) 645-8000
(815) 645-8055 fax

DRIVEWAY APPLICATION REQUIREMENTS

The following requirements must be met in order to obtain a permit for constructing, altering, repairing, replacing, resurfacing, or rebuilding a residential driveway and/or driveway approach.

APPLICATION

- Anyone who intends to construct, alter, repair, replace, resurface, or rebuild a driveway and/or driveway approach must apply for a permit in accordance with the Village's Building, Structure and Property Maintenance Code.
- Note that a completed Application must include the PIN (Property Index Number) which is located on your tax bill or available with the Ogle County Treasurer's Office.
- A completed Application must also include two (2) copies of the Plat of Survey indicating the location and size of the driveway.
- Be sure to check with your Homeowner's Association regarding covenant restrictions, if applicable.
- All applicants and permit holders must contact JULIE, INC @ 1-800-892-0123 two (2) days prior to digging in order to locate utilities.

DRIVEWAY REQUIREMENTS (applies to all new construction, as well as altering, repairing, replacing, resurfacing, or rebuilding existing driveways when such alteration, repair, replacement, resurfacing, or rebuilding affects an area equal to or greater than 25% of the area of the original driveway).

Definitions: Driveway means a private roadway extending from the lot line to a garage, dwelling, or other structure, or a private roadway that will so extend upon the completion of such garage, dwelling, or structure. Driveway approach means an access way that is part of the public right-of-way and extends from a street to the sidewalk, or from the street to the lot line if no sidewalk is present.

- All driveways and driveway approaches must have a finished course surface that is asphalt, concrete, or brick paver. Prohibited surfaces include, but are not limited to gravel, dirt, and grass.
- Asphalt driveways and driveway approaches:
 - Base course shall be well-compacted crushed stone or gravel, grade C.A. 6.
 - Crushed base course shall be at least six (6) inches thick after compaction.
 - Asphalt must be at least two (2) inches thick.
- Concrete driveways and driveway approaches:
 - Base course shall be well-compacted crushed stone or gravel that is at least four (4) inches thick.

- The finished course surface must be a minimum of six (6) inches thick of 3000-PSI concrete with a maximum four (4) inch slump, with a wire mesh placed one (1) inch above the base course.
- Contraction joints shall be placed at a maximum of twelve (12) feet transversely or longitudinally. A bituminous fiber expansion strip shall be placed where the driveway or driveway approach abuts sidewalks, private walks and other structures.
- Brick pavers:
 - Pavers shall be constructed with a minimum four (4) inch compacted Grade C.A. 6 stone base and one to one-and-one-half (1-1½) inches of sand, or as specified by manufacturer.
- The maximum slope of the driveway and driveway approach shall be 10%.
- No driveway or driveway approach shall be constructed, altered, repaired, replaced, resurfaced, rebuilt, or otherwise graded to leave a step, sharp depression, or obstruction where it abuts a sidewalk.
- All vegetation must be cleared away from the area prior to construction, alteration, repair, replacement, resurfacing, or rebuilding.
- Width Requirements
 - Single driveways shall be a minimum of ten (10) feet wide to a maximum of twelve (12) feet wide on the lot line side of the sidewalk. Beginning at the street side of the sidewalk, the width of the driveway approach shall be the same as the driveway on lot line side of the sidewalk but may flare at a 45 degree angle to the curb or street. If no sidewalk exists, said flare may begin at the lot line (where the driveway approach meets the driveway).
 - Double driveways (required for two-car garages) shall be a minimum of eighteen (18) feet wide to a maximum of twenty-four (24) feet wide on the lot line side of the sidewalk. Beginning at the street side of the sidewalk, the width of the driveway approach shall be the same as the driveway on the lot line side of the sidewalk but may flare at a 45 degree angle to the curb or street. If no sidewalk exists, the flare may begin at the lot line (where the driveway approach meets the driveway).
 - Triple driveways (required for three-car garages) shall be a minimum of twenty-eight (28) feet wide and a maximum of thirty-two (32) feet wide on the lot line of the sidewalk. Beginning at the street side of the sidewalk, the width of the driveway approach shall be the same as the driveway on the lot line side of the sidewalk but may flare at a 45 degree angle to the curb or street. If no sidewalk exists, the flare may begin at the lot line (where the driveway approach meets the driveway).
 - If greater widths are needed for four-car (or more) garages, the width of the driveway at the lot line side of the sidewalk and the width of the driveway approach shall be the same as required for triple driveways above; however, the width of the driveway may flare to accommodate the larger garage or structure size where the driveway meets the garage or structure.
 - In no case may a driveway exceed forty (40) feet in width.
 - Hardship variances will be considered in accordance with the Zoning Code.