1. Call meeting to order ................................................................. Richard Hill, Chairman

2. Roll Call.

3. Review meeting minutes of regular meeting on June 8, 2020.

4. Review and consider minutes of past Executive Sessions.

5. Public comment.

6. Consider claims for the July 21, 2020, Board meeting.

7. Old Business:
   
   (a) Consider Access Ordinance amendments.

8. New Business:
   
   (a) Discuss and act on IDOT Joint Agreement for HSIP Project, Section 18-00170-00-SP.
   (b) Consider payment of utility bills in vacation.

9. Other:
   
   Projects.
   Personnel.

10. Executive Session.

11. Action coming out of Executive Session.

12. Motion to Adjourn.
Road and Bridge Committee
Woodford County Highway Department - Roanoke, Illinois
Monday, June 8, 2020
MINUTES
8:00 A.M.

1. Call meeting to order

The meeting was called to order by the Chairman at 8:01 AM.

2. Roll Call.

Josh Davis, Barry Logan, Donny Tolan, and Richard Hill all present. Danny Steffen is excused. Also present are Woodford County Engineer Conrad Moore, Woodford County State's Attorney Greg Minger and Board member Jerry Smith.


Motion to approve May 11, 2020 minutes made by Logan, seconded by Davis. Motion passed.

4. Review and consider minutes of past Executive Sessions.

None

5. Public comment.

None

6. Consider claims for the June 16, 2020, Board meeting.

Motion to approve June claims made by Tolan, seconded by Logan. The 500 pounds of waterway mix and mulch were for hydro-seeding of ditches. There were three cases of toilet paper that were received. The office had not received a shipment of toilet paper in awhile. Motion approved.

7. Old Business:

(a) Consider Access Ordinance Amendments.

Motion to approve text amendments to the Access Ordinance made by Tolan, seconded by Logan. Several text amendments have been made to the access ordinance to make it more palatable for a single family dwelling to be allowed access. Safety will still be paramount. Discussion on Section 1.4 Jurisdiction. Definitions were added that were taken from the subdivision code and help to clarify meanings in subsequent sections that are revised. It was asked if this new version fixes the problem of a neighbor's driveway affecting where the homeowner places their driveway. A new section for single family dwelling has been added to this ordinance. Discussion on variances and that it could allow someone to argue that one person got a variance and one person did not. With the new ordinance, the homeowner could ask for a variance if they disagree with the County Engineer. The idea is to make the placement of access for a single-family home more flexible. If a homeowner would want more than one access, then a variance would need to be considered. This ordinance is striving for best practices, but the County Engineer would still be looking into safety and have final approval. Sections were added for additional access point if a valid reason is presented by the applicant. It was asked if anything in the ordinance specifically states that the driveway placement is not affected by the location of the neighbor’s existing driveway. It doesn’t state that explicitly, but does state that there can be one access anywhere on the property frontage for a single-family home if certain conditions are met. The table in the ordinance under section 5.4 lists sight distances. There is concern that someone might interpret that Table 5-2 means they still have to comply with driveway
8. New Business:

(a) Discuss and act on bids for Linn Township Bridge, Section 17-07136-00-BR.

Motion to approve low bid of $358,248.95 from Otto Baum Company, Inc. for bridge replacement in Linn Township made by Tolan, seconded by Logan. Motion passed.

(b) Discuss and act on bids for Santa Fe Trail Culvert Replacement, Section 20-00172-00-DR.

Motion to approve low bid of $40,353.00 from Knapp Concrete Contractors, Inc. for a culvert replacement on Santa Fe Trail made by Logan, seconded by Tolan. It was asked if Knapp Concrete was a recognized contractor and it was stated they are listed on IDOT. Motion passed.

9. Other:

(a) Project Updates

The only project right now is the bridge in Greene Township. The old bridge is out and they are ready to begin construction on the new bridge.

The highway crew has been working on crack sealing and spray patching.

10. Executive Session.

11. Action coming out of Executive Session.

12. Motion to Adjourn.

Motion to adjourn made by Tolan, seconded by Davis.

Meeting adjourned at 8:35 A.M.

Submitted by: Deb Breymaier

Richard Hill, Chairman
Road and Bridge Committee
CLAIMS SUMMARY SHEET FOR THE WOODFORD COUNTY HIGHWAY DEPARTMENT

Following are the totals of all claims for each fund of the Woodford County Highway Department approved at the July 13, 2020 Road and Bridge Committee meeting. The individual claims for each fund will be submitted for approval and payment at the July 21, 2020 County Board Meeting. This summary sheet is prepared at the request of the County Clerk.

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Submitted and Approved by the Road & Bridge Committee at the meeting held:

July, 2020

L-Claims
The Committees for Woodford County have met and approved the following Claims.

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Approved by

County Engineer

Submitted for approval.

DATED: Tuesday, July 7, 2020
The Committee for Woodford County have met and approved the following Claims.

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<tr>
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<th>VENDOR NAME</th>
<th>DESCRIPTION</th>
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<th>AMOUNT</th>
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<tr>
<td>7/1/2020</td>
<td>KASKASKIA ENGINEERING GROUP,</td>
<td>CH Line Item: 002-680-6876-002</td>
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<td>MATHIS-KELLEY CONSTRUCTION</td>
<td>CH Line Item: 002-630-6240-002</td>
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<td>21,719.25</td>
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<tr>
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<td>VENDOR NAME</td>
<td>DESCRIPTION</td>
<td>ACCOUNT</td>
<td>AMOUNT</td>
</tr>
<tr>
<td>------</td>
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<td>-------------</td>
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</tr>
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TOTAL CLAIMS: 31,484.66

Approved by

County Engineer

Submitted for approval.

DATED: Tuesday, July 7, 2020
Motor Fuel Tax

Date Range: 7/1/2020 - 7/1/2020

The Committee for Woodford County have met and approved the following Claims.

<table>
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<tr>
<th>DATE</th>
<th>VENDOR NAME</th>
<th>DESCRIPTION</th>
<th>ACCOUNT</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2020</td>
<td>SHERWIN INDUSTRIES, INC.</td>
<td>CH Line Item: 006-630-6286-002</td>
<td>5-30-2003</td>
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<td>9,505.00</td>
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TOTAL CLAIMS: 9,505.00

Approved by

County Engineer

Submitted for approval.

DATED: Tuesday, July 7, 2020
The Committee for Woodford County have met and approved the following Claims.

<table>
<thead>
<tr>
<th>DATE</th>
<th>VENDOR NAME</th>
<th>DESCRIPTION</th>
<th>ACCOUNT</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
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CHECK TOTAL: 21,719.25

TOTAL CLAIMS: 21,719.25

Approved by

County Engineer

Submitted for approval.

DATED: Tuesday, July 7, 2020
The Committee for Woodford County have met and approved the following Claims.

<table>
<thead>
<tr>
<th>DATE</th>
<th>VENDOR NAME</th>
<th>DESCRIPTION</th>
<th>ACCOUNT</th>
<th>AMOUNT</th>
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</thead>
<tbody>
<tr>
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</table>

CHECK TOTAL: 43,438.50

TOTAL CLAIMS: 43,438.50

Approved by

County Engineer

Submitted for approval.

DATED: Tuesday, July 7, 2020
Memo

To: Chairman Hill and Members of the Woodford County Road & Bridge Committee

From: Conrad Moore, P.E., County Engineer

CC: File

Date: July 9, 2020

Re: July 2020 Agenda Item 7(a) (Access Ordinance Amendments)

Background:
The Woodford County Access Regulation Ordinance was enacted in 2006, and amended in 2018. After further review, the Woodford County Highway Department has several recommendations for additional amendments. The nature of the amendments is to make it more reasonable for a single-family dwelling to obtain an access on their frontage.

The amendments are summarized in the attached Table, and the verbiage is laid out in the attached Ordinance Amendment recommendation.

Other Information:
As with the spirit of the original Access Ordinance, safety will still be held paramount. Safety will supersede the final decision on the location of a proposed access.

Recommended Action:
The Highway Department recommends that the Road and Bridge Committee approve the text amendments to the Access Regulation Ordinance.
<table>
<thead>
<tr>
<th>Section</th>
<th>Revision</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.3 Definitions</td>
<td>Added Definition for Dwellings (identical to Zoning Ordinance)</td>
<td>These definitions allow subsequent sections in Ordinance to be revised and geared towards single-family dwellings to have more flexibility on locations for their entrances.</td>
</tr>
<tr>
<td>3.2.2</td>
<td>Added paragraph to clarify that multiple entrances could be granted for a minor entrance based on information provided by applicant.</td>
<td>Allows more flexibility in permitting dual entrances. Applicant will be required to present information in support of the request.</td>
</tr>
<tr>
<td>3.2.2</td>
<td>Clarified that Major Access permit applications could be granted multiple entrances based on information provided by applicant.</td>
<td>Allows more flexibility in permitting dual entrances. Applicant will be required to present information in support of the request.</td>
</tr>
<tr>
<td>3.2.3.6</td>
<td>Added language to alleviate spacing requirement based on information provided by Applicant.</td>
<td>Applicant will be required to prove that there are reasonable conditions affecting the location of the proposed entrance. &quot;Reasonable conditions&quot; defined for this section.</td>
</tr>
<tr>
<td>3.2.3.8</td>
<td>Added language that &quot;one or more of the following&quot; may be required by the County Engineer.</td>
<td>Adding this language implies that there are so many varying conditions throughout the County, alternative measure(s) may have to be used in order to have a safe entrance.</td>
</tr>
<tr>
<td>4.2.3</td>
<td>Explicitly states that construction cannot begin until the location of a permanent entrance is determined</td>
<td>This will help in instances where temporary entrances are used for construction, but will be removed after construction, and a permanent entrance will be installed.</td>
</tr>
<tr>
<td>4.4.1-2</td>
<td>Updated verbiage in appeals process. Used &quot;variance request&quot; instead of &quot;objection.&quot;</td>
<td></td>
</tr>
<tr>
<td>5.2.5</td>
<td>This section was added and utilizes the newly added definitions from Section 2.3.</td>
<td>This section allows subsequent sections in the Ordinance to be revised and geared towards more flexibility for single-family dwellings to gain access on their frontage to County Highways.</td>
</tr>
<tr>
<td>5.4 (Sight Distance)</td>
<td>None</td>
<td>It bears stating that although there are no revisions to this Section, sight distance is the biggest safety factor and must be adhered to when determining the location of a proposed entrance.</td>
</tr>
<tr>
<td>5.5.1</td>
<td>Inserted language to include the new classification of access from Section 5.2.5</td>
<td>This clarifies that a &quot;single family residential&quot; access is considered a minor access and its width will be as specified in the Section.</td>
</tr>
<tr>
<td>5.5.4</td>
<td>Inserted language to allow for Single Family Residential access to be allowed anywhere on its frontage to the County Highway with restrictions. Defined reasonable conditions&quot; for this particular section. Burden of proof is on the applicant and subject to the discretion of the County Engineer.</td>
<td>The additional language in this Section alleviates requirements to single family access, to an extent. 1. Adequate sight distance will always determine the ideal location for an entrance (Section 5.4); 2. The proposed entrance must not encroach on a neighboring property (Section 5.5.5); 3. For corner lots, the proposed entrance will always be placed on the lower volume road (Section 3.2.1), presuming sight distance is adequate on the lower volume road. &quot;Reasonable conditions&quot; is defined for this Section. The intent is to have a standard of care such that there is an acceptable reason (subject to discretion of the County Engineer) to locate a proposed entrance in a location that would conflict with the requirements of Table 5-2. There is a statement that a departure from the requirements of Table 5-2 will not establish precedence for future applications.</td>
</tr>
<tr>
<td>5.6.4</td>
<td>Inserted language to alleviate requirement on spacing for a Major Access, burden of proof is on applicant. Defined reasonable conditions&quot; for this particular section.</td>
<td>Similar to Section 5.5.4, the language alleviates requirements, but with burden of proof on the applicant. Again, the departure from the requirements in Table 5-2 will not establish precedence for other future permit applications.</td>
</tr>
<tr>
<td>Appendix D</td>
<td>In lieu of maps, direct the user to IDOT maps on the IDOT website to define highway types and traffic volumes.</td>
<td>Removes burden from the County to update maps within the Ordinance.</td>
</tr>
</tbody>
</table>
ORDINANCE # 2019/20-011

AN ORDINANCE GRANTING TEXT AMENDMENTS TO THE ACCESS REGULATION ORDINANCE

WHEREAS, the Woodford County Board strives to balance the right of reasonable access with maintaining the overall integrity of the County Highway System as a system of collectors designed to preserve the regional flow of traffic in terms of safety, capacity and speed, and

WHEREAS, a duly advertised public meeting was held at the Woodford County Highway Department in Roanoke, Illinois on Monday, July 13, 2020 concerning text amendments to the Access Regulation Ordinance, and

WHEREAS, the Woodford County Engineer presented proposed text amendments to the Road and Bridge Committee, and

WHEREAS, the Woodford County Road and Bridge Committee recommends that the text amendments to the Access Regulation Ordinance be adopted by the County Board.

NOW THEREFORE, BE IT ORDAINED, by the County Board of Woodford County, State of Illinois, that the proposed Text Amendments, as shown following, of the Woodford County Access Regulation Ordinance be approved.

I, Dawn Kupfer, County Clerk in and for said County of Woodford, in the State of Illinois, and keeper of the records and files thereof, as provided by Statute, do hereby certify the foregoing to be a true, perfect and complete copy of the resolution adopted by the County Board of Woodford County, at its monthly meeting held at Eureka, Illinois on July 21st, 2020.

IN TESTIMONY WHEREOF, I have hereto set my hand and affixed the seal of said County at my office in Eureka, in said County, this 21st day of July, 2020.

(SEAL)

ATTEST:

Dawn Kupfer – Clerk of the Woodford County Board

John Krug – Chairman of Woodford County Board
Section 2.3 Definitions
Add: DWELLING: A building designed for residential living purposes and containing one or more dwelling units.

DWELLING UNIT: One or more rooms constituting all or part of a dwelling used exclusively as living quarters for one family and not more than two roomers or boarders, and which contain cooking facilities, sink or other kitchen facilities.

DWELLING-SINGLE FAMILY: A dwelling containing one dwelling unit.

Section 3.2.2 Number of Access Points

Each development or property, regardless of the number of parcels, shall be limited to one access point, except under the conditions described in the following paragraphs.

One additional access point may be granted for a Minor Access permit application if it can be demonstrated by the applicant that an additional access point is necessary for anticipated traffic patterns and vehicle types.

One additional access point may be granted for a Major Access permit application if it can be demonstrated by the applicant, through a Traffic Impact Study, that the level of service at the approved access point would be substantially improved by the addition of one access point. In this instance, the Level of Service provided in the Traffic Impact Study at the approved access point must be improved by a minimum of one level.

Section 3.2.3.6

In accordance with Table 5-2, unless it can be demonstrated by the applicant that there are reasonable conditions affecting the location of the proposed access, adjacent access points shall be spaced to ensure that conflicting movements as adjacent access points do not overlap and that safe and efficient traffic movements and operations will be maintained. For the purposes of Section 3.2.3.6, a “reasonable condition” is defined as a property-specific circumstance that the applicant feels is fair and sensible and shall be presented at the time of the application. The reasonable condition will be reviewed on a case-by-case basis and is subject to the discretion of the County Engineer.

Section 3.2.3.8

If an abutting property has inadequate frontage to meet these minimum spacing requirements, the Woodford County Highway Department shall determine the location of the access point using the applicable provisions of this policy. The County Engineer may require one or more of the following: the development of joint (shared) access facilities, the development of indirect access, the restriction of the case of adjacent low volume access facilities, the installation of a two-way un-tapered left turn lane.

Section 4.2.3 Access Permit Issuance

Upon approval of the plans and specifications, the execution of any easements or dedications for right-of-way and submittal of any certificates or fees required, the County Engineer shall issue an access permit. Construction shall not begin until the permanent access location is determined.
Construction must begin within 6 months and be completed within 2 years unless otherwise specified in the permit.

Section 4.4.1-2 Road and Bridge Committee

If the developer is dissatisfied with the action or decision of the County Engineer, a written objection variance request may be filed with the Woodford County Road and Bridge Committee. The Road and Bridge Committee will consider the objection variance request and formulate a response, which will be communicated in writing. The Road and Bridge Committee will recommend to the County Board the approval or disapproval of all variances. All variances shall be sent to the County Board for final approval or disapproval.

Section 5.2.5 Single Family Residential Access

A single family residential access is one that serves a dwelling-single family on one lot abutting a County Highway.

Section 5.5.1 Width of Access

All single family residential and minor accesses shall have a width between the minimum of 16 feet and the maximum of 24 feet, except for agricultural entrances, which shall have a maximum width of 35 feet. This width shall be measured at right angles to the centerline of the access. For commercial or industrial rural entrances, a maximum width of 35 feet shall be allowable. When applicable, access permits may be issued for common residential entrances to serve adjacent properties. These entrances shall be centered on the property line and shall not exceed the 48-foot maximum width. The access permit will be issued jointly to the two owners and must be executed by both owners.

Section 5.5.4 Access Spacing

Table 5-2 summarizes the minimum private and public access spacing requirements for Collector, Local and Residential roads based on the ADT and functional classification of each highway. Access spacing shall meet the spacing requirements of Table 5-2 unless the applicant is able to demonstrate that there are reasonable conditions affecting the location of the proposed access point. An applicant meeting the requirements of Section 5.2.5 shall be allowed one access on their property at any location on their frontage abutting the County Highway at the discretion of the County Engineer if the requirements of Section 5.4 and Section 5.5.5 are satisfied and the requirements of Section 3.2.1 are not applicable. Final access spacing shall be specific to an individual access permit application and shall not establish precedence for other future permit applications in Woodford County to deviate from the values established in Table 5-2. The Woodford County Engineer shall determine the minimum private and public access spacing requirements along County Highways within the corporate boundaries of cities and villages, as well as the unincorporated towns of Cazenovia and Low Point. For the purposes of Section 5.5.4, a “reasonable condition” is defined as a property-specific circumstance that the applicant feels is fair and sensible and shall be presented at the time of the application. The reasonable condition will be reviewed on a case-by-case basis and is subject to the discretion of the County Engineer.
Section 5.6.4 Access Location

Table 5-2 summarizes the minimum private and public access spacing requirements for Collector, Local and Residential roads based on the ADT and functional classification of each highway. Access spacing shall meet the spacing requirements of Table 5-2 unless the applicant is able to demonstrate that there are reasonable conditions affecting the location of the proposed access point. Final access spacing shall be specific to an individual access permit application and shall not establish precedence for other future permit applications in Woodford County. The Woodford County Engineer shall determine the minimum private and public access spacing requirements along County Highways within the corporate boundaries of cities and villages, as well as the unincorporated towns of Cazenovia and Low Point. For the purposes of Section 5.6.4, a “reasonable condition” is defined as a property-specific circumstance that the applicant feels is fair and sensible and shall be presented at the time of the application. The reasonable condition will be reviewed on a case-by-case basis and is subject to the discretion of the County Engineer.

Appendix D – Woodford County Roadway Classification Map

In lieu of Woodford County providing roadway classification and traffic count maps, Applicants are encouraged to review up-to-date traffic counts and roadway classification maps at the following websites:

Traffic Count (available at the Illinois Department of Transportation Website):

http://www.gettingaroundillinois.com/gai.htm?mt=aadt

Roadway Classification (available at the Illinois Department of Transportation Website):

WOODFORD COUNTY HIGHWAY
ACCESS REGULATION ORDINANCE

Woodford County Highway Department
301 South Main Street
Roanoke, Illinois 61561
309.923.2891

Approved by: The Woodford County Board  Date: January 17, 2006

Amended: Month, Day, Year
July 17, 2018
July 21, 2020
ORDINANCE #2019/20-011

AN ORDINANCE GRANTING TEXT AMENDMENTS TO THE ACCESS REGULATION ORDINANCE

WHEREAS, the Woodford County Board strives to balance the right of reasonable access with maintaining the overall integrity of the County Highway System as a system of collectors designed to preserve the regional flow of traffic in terms of safety, capacity and speed, and

WHEREAS, a duly advertised public meeting was held at the Woodford County Highway Department in Roanoke, Illinois on Monday, July 13, 2020 concerning text amendments to the Access Regulation Ordinance, and

WHEREAS, the Woodford County Engineer presented proposed text amendments to the Road and Bridge Committee, and

WHEREAS, the Woodford County Road and Bridge Committee recommends that the text amendments to the Access Regulation Ordinance be adopted by the County Board.

NOW THEREFORE, BE IT ORDAINED, by the County Board of Woodford County, State of Illinois, that the proposed Text Amendments, as shown following, of the Woodford County Access Regulation Ordinance be approved.

I, Dawn Kupfer, County Clerk in and for said County of Woodford, in the State of Illinois, and keeper of the records and files thereof, as provided by Statute, do hereby certify the foregoing to be a true, perfect and complete copy of the resolution adopted by the County Board of Woodford County, at its monthly meeting held at Eureka, Illinois on __July 21st, 2020__.

IN TESTIMONY WHEREOF, I have hereto set my hand and affixed the seal of said County at my office in Eureka, in said County, this __21st__ day of __July, 2020__.

(SEAL)

ATTEST:

Dawn Kupfer – Clerk of the Woodford County Board  
John Krug – Chairman of Woodford County Board
WOODFORD COUNTY HIGHWAY ACCESS REGULATION ORDINANCE

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LIST OF EXHIBITS

EXHIBIT A – Encroachment Notification
EXHIBIT B – Encroachment Removal Order
SECTION 1.0 - TITLE, INTRODUCTION, PURPOSE, AUTHORITY AND JURISDICTION

1.1 Title

This Ordinance shall be known as and may be referred to as the "Woodford County Highway Access Regulation Ordinance".

1.2 Introduction

The arterial, collector, and local road system must perform the dual and conflicting functions of carrying large volumes of through traffic as well as providing access to adjacent land uses. Unplanned land development and uncontrolled access connections reduces highway capacity, increases delay and congestion and reduces safety.

The regulated limitation of ingress and egress, or access regulation, is achieved through the regulation of public access to and from properties abutting highway facilities. The principal advantages of access regulation are the preservation of a high quality of service and improved safety. In order to minimize accidents and assure the best overall use of County Highways, it is necessary for Woodford County to establish controls regarding the number, location and geometrics of access points to the Woodford County Highway System.

1.3 Purpose

This Ordinance is adopted for the following purposes:

1. To promote, protect and insure the public safety, health and general welfare as they relate to the operation and use of County Highways;
2. To minimize congestion and delay on County Highways which are the result of providing access to abutting property and the conflicts that arise between vehicles using County Highways and vehicles entering and leaving via access facilities;
3. To preserve the ability of the County to provide adequate and safe highway facilities to serve the general public;
4. To provide for the proper location and limit the number of access facilities to regulate safe and reasonable access from County Highways to abutting property and to provide sufficient spacing between access points to minimize interference with traffic using adjacent access facilities;
5. To establish reasonable standards and design specifications for access facility improvements on County Highways in order to protect the public investment;
6. To prohibit the use of a County Highway as a portion of the internal circulation system of abutting property and to prohibit backing onto County Highways, and;
7. To enter into such intergovernmental agreements as may be necessary to implement the purposes of this Ordinance, regarding preliminary review of annexation agreements and
other development proposals regarding access issues at as early a stage in planning as possible.

1.4 Jurisdiction

This Ordinance shall apply to all access facilities providing, or proposed to provide, service from and/or to a County Highway to any property after the enactment of this Ordinance by the County Board. This includes any land in any township or municipality located partially or entirely within the County.

This Ordinance shall not be construed in any manner to limit the power or authority of the County to maintain, operate, improve, or construct any County Highway as it best determines, including the modification, restriction, or elimination of any access facility permitted under this Ordinance or any access facility permitted prior to the adoption of this Ordinance as provided by law.

1.5 Authority

Chapter 605 ILCS 5/5-413 provides for access roads and driveways for public and private use to be allowed onto a County Highway only upon the issuance of a permit by the County Engineer in accordance with regulations adopted by the County Board.
SECTION 2.0 - DEFINITIONS

2.1 Purpose

It is the purpose of this Article to define words, terms, and phrases contained in this ordinance.

2.2 General Word Usage

In the interpretation of this Ordinance, the following provisions shall be observed and applied except when the context clearly requires otherwise:

1. Words used or defined in one tense or form shall include other tenses and derivative forms. Words in the singular shall include the plural, and words in the plural shall include the singular.
2. The masculine gender shall include the feminine, and the feminine gender shall include the masculine.
3. The word "shall" is mandatory. The word "must" is mandatory. The word "may" is permissive. The word "should" is advisory.
4. In the event of any difference of meaning or implication between the text of this Ordinance and any caption, illustration, or table, the text shall control.

2.3 Definitions

Words, terms, and phrases capitalized in the definitions are those, which are themselves defined in this Section. The following words, terms, and phrases are hereby defined and shall be interpreted as such throughout this Ordinance.

ABUTTING: Having a common border with, or being separated from such common border by an alley or easement.
ACCESS: A private or public way for providing entry or exit between a highway and abutting property.
ACCESS PERMIT: A permit issued by the Woodford County Highway Department granting access to a County Highway from abutting property and allowing construction or reconstruction of an access facility in accordance with the provisions of this Ordinance.
ADJACENT ACCESS: An adjoining access that may be on either side of the highway, either upstream or downstream of a proposed access.
ARTERIAL ROADS: Roads having the principal purpose of expediting the movement of traffic by providing mobility or moving people and goods for long distances at relatively high speeds. Arterials are designated on both the IDOT Functional Classification map and the Woodford County Roadway Classification Map.
AVERAGE DAILY TRAFFIC (ADT): The number of vehicles using a road (in both directions) during a twenty-four (24) hour period, specified as the average traffic by the Illinois Department of Transportation (IDOT) or the Woodford County Highway Department.
COLLECTOR ROADS: Roads providing a certain amount of access to adjoining property while still serving as connectors between local roads and arterials. Collectors are designated on both the IDOT Functional Classification map and the Woodford County Roadway Classification Map.
CORNER OR RETURN RADIUS: The pavement radius of the arc between the edge of pavement of the access facility and the edge of pavement of the abutting road used to facilitate vehicular turning movements.
COUNTY HIGHWAY: Any highway that is part of the county highway system described in 605 ILCS 5/2-102.
CROSS EASEMENT: Shared access between adjacent parcels to allow the interaction of traffic without affecting the public roadways.
DEVELOPER: The legal or beneficial owner of a lot or parcel of any land proposed for inclusion in a development, including the holder of an option or contract to purchase. The developer may also be the owner.
DEVELOPMENT: The division of a parcel of land into two (2) or more parcels; the construction, reconstruction, conversion, structural alteration, relocation, or enlargement of any buildings; any use of land or any clearing, grading, excavation, or other movement of land.
DRIVEWAY: A private way for the use of vehicles providing service between a highway and abutting property.
DRIVEWAY THROAT: The width between points on a driveway at which the corner returns are tangent to the driveway.
DWELLING: A building designed for residential living purposes and containing one or more dwelling units.
DWELLING UNIT: One or more rooms constituting all or part of a dwelling used exclusively as living quarters for one family and not more than two roomers or boarders, and which contain cooking facilities, sink or other kitchen facilities.
DWELLING-SINGLE FAMILY: A dwelling containing one dwelling unit.
EASEMENT: A liberty, privilege or advantage that a party or the general public may have regarding the land of another. The remainder of the rights in the land remains in the hands of the owner who retains the legal title.
FRONTAGE: The distance, as measured along the highway right-of-way line, between the property lines of the abutting property.
FRONTAGE ROAD: A road which is adjacent to or included in the right-of-way of a highway or railroad, and which provides access to abutting properties and separation from through traffic.
HIGHWAY CAPACITY MANUAL: The most recent edition of the Highway Capacity Manual and all amendments thereto and successor documents as published by the Transportation Research Board.
INTERSECTION: The general area where an access facility and a road or two or more roads or two access facilities join or cross.
INTERSECTION SIGHT DISTANCE: The distance, either right or left, at which a driver stopped at an intersection can see an approaching vehicle.
LEVEL OF SERVICE: Qualitative measure describing operational conditions within a traffic stream as defined in the Highway Capacity Manual.
LOCAL ROADS: Roads primarily providing direct access to adjoining property. Locals are designated on both the IDOT Functional Classification map and the Woodford County Roadway Classification Map.
MEDIAN: A portion of a divided highway or divided driveway separating the traveled ways for traffic flowing in opposite directions. A median can be either raised or flush.
MUTCD: The most current edition of the Manual of Uniform Traffic Control Devices, including the most recent version of the State of Illinois Supplement to the MUTCD.
PEAK-HOUR VOLUME: The highest hourly vehicular volume observed, or anticipated, at the point of analysis during a normal day.
RESIDENTIAL ROADS: Roads serving a majority of residentially zoned properties, carrying an Average Daily Traffic (ADT) count of 400 or less, and completely internal to a subdivision.
SHARED ACCESS: An access facility used jointly by two or more properties.
TRAFFIC IMPACT STUDY: A comprehensive collection and analysis of all information necessary to accurately evaluate the effect and impact or traffic generated by a development on the current and future road network surrounding the development.
TRAFFIC SIGNAL WARRANT STUDY: A study conducted to determine if a proposed traffic signal meets the warrants based on the most recent edition of the MUTCD.
TURNAROUND: An area utilized by vehicular traffic to change direction of travel.
TURNING LANE: An auxiliary lane, including tapered areas, primarily for the deceleration and queuing of the vehicles leaving the through lanes.
TURNING MOVEMENT: Vehicles making a designated turn.
SECTION 3.0 - ACCESS REGULATION POLICIES

In order for the techniques and policies of access regulation to be effective, they must be applied in a coordinated fashion to the roadway, the access point, the abutting property and its associated development. A comprehensive access regulation program will preserve highway safety and capacity, reduce delays and allow for compatible land use and economic development within the highway corridors. The following policies shall be applied to all types of access.

3.1 The Roadway

Roadway capacity and safety are adversely affected by uncontrolled or poorly designed traffic operations. These operations shall be controlled through the development of turning lanes, medians, turning restrictions, traffic signals, roadway lighting, and other design criteria.

3.1.1 Turning Lanes and Medians

1. For all industrial, commercial, and residential subdivision development, or as determined by the County Engineer, turning lanes (consisting of a taper and a full width auxiliary lane) for either right or left turns into an abutting property shall be provided.
2. The cost of providing turning lanes shall be the responsibility of the property owner. Where the width of the roadway right-of-way is insufficient to permit the construction of a turning lane, the property owner shall provide any necessary additional right-of-way to the County.
3. On an undivided roadway or a divided roadway with a median width inadequate for a left-turn lane, the property owner will be required to widen the roadway to accommodate the turning lane.

3.1.2 Turning Restrictions

If warranted by a traffic study, or as determined by the County Engineer, turning movements to or from a roadway may be restricted under the following conditions:

1. Where numerous low-volume access points exist and the spacing between them does not permit adequate left-turn tapers and storage bays for inbound vehicles without blocking adjacent access points.
2. At access points close to an intersection where inbound or outbound left-turns would have to be made within areas where traffic is queued during any period of the day.
3. Where other conditions such as sight distance prevent turns from being made safely.
4. Where a particular parcel is provided with more than one access point and volumes do not justify left-turn access into and/or from both access points.
5. When the median opening for left-turning vehicles would be too close to another median opening, left turns may be prohibited at one of the access points.
6. When other capacity, delay, operational, or safety conditions make specific left turns detrimental to the public interest. These conditions will be identified on a site-specific basis.
3.1.3 Traffic Signals

1. If warranted by a traffic study, or as determined by the County Engineer, traffic signals shall be installed at high-volume crossroads or accesses to facilitate outbound left turn and through traffic movements. Signalization shall meet the warrants set forth in the Manual of Uniform Traffic Control Devices.

2. Signalized intersections shall be spaced to maintain the efficiency of traffic flow in the through roadway. Table 5-2 describes the recommended signal spacing based on the area and the functional role of the highway. Where spacing is less than one-half mile, or other considerations warrant or are anticipated to warrant such, adjacent signals shall be interconnected to provide an efficient arterial traffic flow.

3. Where traffic signals are required to serve a private development, and are anticipated to meet traffic warrants, the entire cost for the installation, interconnection, modernization, maintenance and energy charges for the signals shall be the responsibility of the property owner.

4. To prevent excessive green time allocated to the driveway at the expense of the arterial highway through movements, vehicle detection devices should be used on the driveway approaches.

5. Whenever possible, intersections to be signalized must fit into the signal progression patterns along the highway. Hence, the decisions for locations of signalized intersections should be made according to a road corridor plan.

6. Although the signalization warrants may be satisfied for an access, the County Engineer shall have the final decision on whether a traffic signal should be installed. Such a decision will be based on whether the proposed traffic signal would be detrimental to coordinated traffic flow, result in undue delay, impair traffic operations, or impair traffic safety on the County Highway System.

3.2 The Access Point or Driveway

Roadway capacity and safety are adversely affected by uncontrolled or poorly designed traffic access design. Therefore, both the location and number of accesses shall be controlled. An access point or system of access points must be located to provide:

1. The most favorable vision, grade and alignment conditions for users of the roadway and the access point
2. No undue interference with the free and safe movement of roadway traffic
3. Maximum safety and convenience for pedestrians and other users of the roadway right-of-ways

In the interest of public safety and convenience, the County Engineer may restrict the number and location of access points in addition to reviewing internal traffic circulation for proposed developments and access improvements during roadway reconstruction projects.

3.2.1 Indirect Access

Access to a County Highway may be prohibited when the property has frontage on one or more other roads. For property with frontage on more than one County Highway, access shall be
provided from the highway having the lower Average Daily Traffic (ADT) volume. The County Engineer shall determine which highway has the lower volume.

When access is sought on a road not under the jurisdiction of Woodford County, the developer must apply to the highway authority having jurisdiction.

### 3.2.2 Number of Access Points

Each development or property, regardless of the number of parcels, shall be limited to one access point, except under the conditions described in the following paragraphs.

One additional access point may be granted for a Minor Access permit application if it can be demonstrated by the applicant that an additional access point is necessary for anticipated traffic patterns and vehicle types.

One additional access point may be granted for a Major Access permit application if it can be demonstrated by the applicant, through a Traffic Impact Study, that the level of service at the approved access point would be substantially improved by the addition of one access point. In this instance, the Level of Service provided in the Traffic Impact Study at the approved access point must be improved by a minimum of one level.

After the Traffic Impact Study has been performed and has confirmed that additional access points are necessary, first consideration shall be given to supplemental access points that restrict turning movements. Shared access points or indirect access from adjacent public streets is encouraged.

### 3.2.3 The Location of Access Points

1. Access points shall be located so that ingress and egress maneuvers will not severely degrade safe and efficient traffic movements and operations on the County Highway.
2. Access points shall be located, to the maximum extent feasible, at the point of optimum sight distance along the abutting property frontage. Placement of an access point on a horizontal curve or just below the high point of a crest vertical curve should be avoided.
3. Any vehicular operation for which sight distance is inadequate (e.g. left turn entry or exit) is prohibited. If a safe sight distance is not available at any point along the frontage of a property, one of the following procedures shall be utilized:
   A. Develop access to another roadway (in the case of corner properties)
   B. Develop indirect access via a frontage road
   C. Develop indirect access via the acquisition of an access easement from an adjacent property.
   D. Whenever possible, access should be provided via existing cross streets in lieu of additional County Highway access points.
4. Access to a County Highway may be prohibited when a property abutting a County Highway has a frontage on one or more other roadways and reasonable access can be safely provided from said roadway.
5. Where an existing access facility is on the opposite side of the County Highway from an abutting property from which access is being requested, the proposed access point shall be
aligned with the existing access facility whenever possible. These requirements may be
waived under the following conditions:
A. The proposed access would not comply with other conditions of this policy
B. The abutting property for which access is being requested has inadequate frontage
   along the County Highway to allow for the proper alignment with the existing access
   facility.
C. The alignment of the existing and proposed access facilities would be detrimental to
   traffic flow, result in unacceptable delays, impede traffic operations, or impair traffic
   safety on the County Highway.

6. In accordance with Table 5-2, unless it can be demonstrated by the applicant that there are
   reasonable conditions affecting the location of the proposed access, adjacent access points
   shall be spaced to ensure that conflicting movements as adjacent access points do not
   overlap and that safe and efficient traffic movements and operations will be maintained.
   For the purposes of Section 3.2.3.6, a "reasonable condition" is defined as a property-
   specific circumstance that the applicant feels is fair and sensible and shall be presented at
   the time of the application. The reasonable condition will be reviewed on a case-by-case
   basis and is subject to the discretion of the County Engineer.

7. The minimum spacing between a given access point and an intersecting street or another
   access point shall be determined by the distance required to provide full left turn tapers and
   storage bays along the County Highway for both the given access point and the
   intersecting roadway or adjacent access point, regardless of the present need for said tapers
   and storage bays. Storage bay lengths should be determined by using projected traffic
   volumes that will be experienced when the development(s) using the access point are fully
   in service.

8. If an abutting property has inadequate frontage to meet these minimum spacing
    requirements, the Woodford County Highway Department shall determine the location of
    the access point using the applicable provisions of this policy. The County Engineer may
    require one or more of the following: the development of joint (shared) access facilities,
    the development of indirect access, the restriction of the case of adjacent low volume
    access facilities, the installation of a two-way un-tapered left turn lane.

9. Access points near interchanges, interchange ramp terminals, crossroads, frontage roads
    and service drive connections shall be restricted to minimize hazardous and congested
    conditions. Sufficient spacing between interchange ramps and access points or crossroad
    intersections shall be provided to permit the development of turning lanes and proper
    signing of the highway facilities.

3.2.4 Restricted Access

In certain instances, turning movements may be restricted. Turning movement restrictions shall be
enforced with barrier median channelization or driveway channelization. Signing shall also be
required. The signing shall conform to the provision of the MUTCD and the policies of Woodford
County Highway Department.

3.2.5 Internal Circulation Within Developments

1. When property abutting a County Highway is to be developed, direct access to a County
   Highway shall not be used in lieu of an adequate internal traffic circulation system.
2. No access shall be permitted to a development if internal traffic patterns are not acceptable based on overall traffic circulation, drive-in reservoir and parking space capacities, internal turning movements, and projected trip/parking generation rates.
3. No access shall be permitted if such access would require backing or turning maneuvers onto a County Highway. Provisions for turnarounds shall be made outside the County right-of-way.
4. No access shall be permitted if such access would result in parking on a County Highway or within the right-of-way. Provisions for parking shall be made outside of the right-of-way of a County Highway.

3.2.6 Previously Subdivided or Platted Parcels

Land subdivided prior to the effective date of this Ordinance shall comply with the requirements of this Ordinance to the extent possible. Owners of such property for which access is being requested and for which compliance with this Ordinance cannot be attained may apply for an appeal. Many older existing subdivisions were platted with small lots fronting on County Highways. In these instances, shared access or indirect access can be used to reduce the number of access points on a County Highway.

3.2.7 Changes in Land-Use

If a change in land-use or land-use density occurs and use of an existing access is proposed, the developer shall make application to Woodford County Engineer to continue use of the access. The application shall be reviewed as for new access and all the provisions of this Ordinance shall apply. Changes in land-use or land-use density may result in a change in the number of vehicles using an access facility. Therefore, modifications, improvements, or revisions may be required to the access facility and/or the County Highway to accommodate the change.

3.2.8 Reserved (Amended July 17, 2018)

3.2.9 Roadway Reconstruction

During the planning and design of roadway reconstruction and widening projects, abutting property owners and Woodford County shall be required, to the extent feasible, to:

1. Comply with all applicable provisions of this access regulation policy
2. Eliminate unnecessary access points
SECTION 4.0 - PROCEDURES

4.1 Access Permits

An Access Permit is a legal document granting permission to construct and operate a driveway of a certain basic design at a specified location on a County Highway. The permit is required for the construction of any new access driveway or the modification of any existing driveway within the right of way along a County Highway when the work is to be done by any person or agency other than the Woodford County Highway Department. The driveway constructed or reconstructed under a permit must be performed by or for the developer at the expense of the developer.

4.2 Permit Application Process

The County Engineer may waive any of the required information for a minor or temporary access if it is determined that any of the information below is not needed to secure an access permit, or if a plat has been previously approved.

4.2.1 Preliminary Submittal

Upon request for a building permit application thru the County, the developer shall be:

1. Informed of the requirements and procedures for obtaining the necessary access permit along the County right-of-way;
2. Given a copy of this Woodford County Highway Access Regulation Ordinance if requested and purchased;
3. Required to obtain a Woodford County Access Permit from the Woodford County Highway Department. Issuance of the Access Permit shall be required before approval and issuance of the building permit.

4.2.2 Final Submittal

The developer shall submit a preliminary plan if required by the subdivision process. Otherwise, the developer shall submit the following information:

1. A Woodford County Access Permit Request form
2. A drawing showing the location of the proposed access with distances to adjacent property lines and accesses
3. Any additional information that the County Engineer may require

4.2.3 Access Permit Issuance

Upon approval of the plans and specifications, the execution of any easements or dedications for right-of-way and submittal of any certificates or fees required, the County Engineer shall issue an access permit. Construction shall not begin until the permanent access location is determined. Construction must begin within 6 months and be completed within 2 years unless otherwise specified in the permit.
Once a permit expires, a new application must be filed; however, the requirements and type of improvements necessary may change from the original permit due to changes in traffic conditions on the County Highway.

A permit is effective insofar only as the County Highway Department has jurisdiction and does not release the developer from compliance with the provisions of any existing statutes, regulations, ordinances or administrative orders of the Federal, State, County or Local Government or any political subdivision or administrative agency thereof relating to the permitted work and its construction and use. The terms and conditions of the permit shall apply to the successors or assigns of the permittee.

The developer shall be responsible for the total cost of construction, restoration of the County right-of-way, and repairing any damage to facilities of the Woodford County Highway Department or others caused by construction. The developer shall also pay all damages, judgments, costs and expenses, including attorney’s fees and court costs in connection with or resulting from the construction, use, location and other related activities of the permitted work regardless of any limitations of insurance coverage.

The developer shall be responsible for any revisions needed to accommodate the construction; use; location and/or maintenance of the permitted work due to unforeseen field conditions, errors or omissions in the plan, drawings, or sketches; and/or highway maintenance or safety problems which become apparent during construction; use; or by inspections made by the Woodford County Highway Department. The decision of the Woodford County Highway Department shall be final and conclusive. For any field changes needed the Woodford County Highway Department shall be notified and approval must be received.

The issuance of an access permit by the Woodford County Highway Department shall not be construed to relieve a developer of any responsibility to secure any other permits or comply with any requirements of any other governmental authority having any jurisdicational responsibilities as it relates to a development. The developer shall also be responsible for securing any permits or complying with any other requirements of any governmental authority as they may relate to the construction of an access facility of highway improvement.

4.2.4 Field Inspections

The Woodford County Highway Department may conduct periodic field inspections during the course of construction to insure compliance with the approved plans.

4.2.5 Prefinal Inspections

A prefinal inspection of the completed access driveway will be performed. Any deficiencies noted by the Woodford County Highway Department shall be the responsibility of the developer to correct.
4.2.6 Final Inspections

A follow up final inspection shall be performed by the Woodford County Highway Department. If the deficient work noted in Section 4.2.5 has been corrected satisfactorily, the construction work shall be accepted and approved.

4.2.7 Traffic Impact Study

Should the County Engineer request that a Traffic Impact Study be prepared for the proposed development, the impact study shall include, but not be limited to:

1. Introduction - A description of the development including its size, location, the roadway network in the vicinity of the site, the political jurisdiction in which the site is located, the boundary limits of the study area and any other information needed to aide in the review of the developments traffic impact.
2. Land Uses - A description of the existing and proposed land uses of the development. If alternative land uses are being proposed, the highest trip generation uses shall be assigned for each land use.
3. Roadway Network - A description of the roadway network in the vicinity of the development shall include the roadway and intersection geometrics, existing 24 hour volume counts, A.M./P.M. peak hour counts at intersections, and traffic control devices. The area of influence shall be determined by the traffic generated from the site, the trip distribution of traffic, and the trip assignment of the traffic generated by the development over the surrounding area road network.
4. Peak-Hour Trip Generation and Volumes - The average trip generation rates for total daily traffic and A.M./P.M. peak hours plus the total number of trips generated for each type of proposed land use shall be determined. The trip generation rates for average total daily traffic and A.M./P.M. peaks shall be calculated from the latest data available contained in the Institute of Transportation Engineer's Trip Generation Manual. If trip generation rates for a specific land use are not available, the Woodford County Highway Department shall approve the rates.
5. Trip Distribution and Assignment - The most logically traveled routes near the development shall be used for trip distribution and assignment purposes. The directional distribution of site-generated traffic approaching and departing the development should be shown on both graphic and tabular form. All assumptions used in the determination of distribution and assignment shall be clearly stated.
6. Existing and Projected Traffic volumes - The following traffic volumes for access driveways, intersection, and the roadway network in the site vicinity shall be displayed on a roadway network map:
   a. Existing A.M./P.M peak hour traffic volumes.
   b. Existing total daily volumes within the site vicinity.
   c. A.M./P.M. peak hour site generated traffic volumes.
   d. Total daily site generated traffic volumes.
   e. A.M./P.M. existing plus site-generated traffic volumes.
   f. Total daily existing plus site generated traffic volumes.
7. To determine A.M./P.M. existing traffic volumes, machine counts and/or manual counts shall be conducted between the hours of 6:00 A.M.-9:00 A.M., and 3:00 P.M.- 6:00 P.M.
All A.M./P.M. counts machine or manual, shall be recorded and summarized in fifteen-minute increments for the three-hour period, and included in the Appendix of the Traffic Impact Study. Manual turning movement counts shall include vehicle classifications, i.e. passenger cars, single-unit, multi-unit trucks and busses.

8. Traffic volume shall show both entering and existing traffic at the proposed access points in addition to turning and through traffic movements at critical intersections.

9. The improvements shall be designed for a projected traffic volume of twenty years beyond the expected year of construction.

10. Capacity Analysis - Proposed access and influenced intersections shall be subject to a capacity analysis. Projected traffic conditions shall include the effects of any committed developments within the influenced area. The existing and projected levels of service derived from the analysis shall be used to aide in the evaluation of design and operation alternatives of the access and influenced intersections. The capacity analysis shall be in accordance with the techniques described in the most recent edition of The Transportation Research Board's Highway Capacity Manual Special Report 209. The improvements shall be designed to a Level Of Service D or better for all traffic movements.

11. Signalization Warrants - If it is anticipated that the development's access will satisfy signalization warrants soon after the development has been completed, a warrant analysis will be conducted using the projected volumes determined from the trip generation. The results of such an analysis shall be tabulated in the traffic impact study.

12. Additional Access Facilities - Requests for additional access other than that allowed in Section 4.2.1 of this Ordinance shall be analyzed. The analysis shall recognize the standards set forth in this ordinance and shall evaluate the other forms of access including restricted access, indirect access, access to other streets or roads, signalized versus unsignalized access, and other factors on which a determination can be made concerning the number of access facilities.

13. Traffic Control Measures - The type and extent of traffic control measures shall be examined. These may include, but are not limited to, regulatory signage, signalization, and pavement markings.

14. Conclusions and Recommendations - Clear, concise, descriptions of the findings shall be presented. These findings shall include all recommended improvements for access facilities, intersections, and the area roadway network.

4.3 Developer's/Owner's Costs For Access and Improvements to County Roads

All costs associated with the design and construction of an access driveway and any associated improvements to a County Highway to accommodate the access driveway and the traffic using the access shall be paid completely by the developer.

4.4 Appeals

4.4.1 Appeals Procedure

4.4.1-1 County Engineer

All objections to any action or decision concerning access shall be filed in writing with the County Engineer. The County Engineer shall consider the objections and after a decision has been made, shall inform the developer in writing of the action on a said objection.
4.4.1-2 Road and Bridge Committee (Amended July 17, 2018)
If the developer is dissatisfied with the action or decision of the County Engineer, a written objection-variance request may be filed with the Woodford County Road and Bridge Committee. The Road and Bridge Committee will consider the objection-variance request and formulate a response, which will be communicated in writing. The Road and Bridge Committee will recommend to the County Board the approval or disapproval of all variances. All variances shall be sent to the County Board for final approval or disapproval.

4.5 Cash Bonds

Cash bonds shall be made in accordance with the latest edition of the Land Subdivision Ordinance for Woodford County, or as required by the County Engineer.

4.6 Certificates of Insurance

Certificates of Insurance shall be provided and shall name Woodford County, its Board, Officers and Employees as additional insured. Coverage shall be in accordance with Article 107.27 of the Standard Specifications for Road and Bridge Construction (see Appendix “A”).

4.7 Inspection

The construction or reconstruction of an access driveway and any associated improvements of a County Highway shall be inspected at the County’s option by a representative of the Woodford County Highway Department. The number of inspections shall be determined by the County Engineer and reflect the complexity and magnitude of the access and improvements made to the County Highway.

4.8 Enforcement

If the developer fails to perform the work with sufficient work force and equipment or with sufficient materials to insure the completion of said within the specified time, or performs the work unsuitably as determined by the County Engineer, or neglects or refuses materials or performs anew such work as shall be rejected as defective and unsuitable, or discontinues the execution of the work, or for any other cause whatsoever does not carry on the work in an approved manner, the County Engineer shall give notice by registered mail to the developer and/or his/her Surety of such delinquency, said notice to specify the corrective measures required. After said notice, the County Engineer shall call upon the cash bond to have the work completed in accordance with the terms of the cash bond. The County Engineer may then take over the work, including any or all materials or equipment on the ground as may be suitable and acceptable and may complete the work with his/her own forces or any such other methods as in his/her opinion, shall be required for the completion of the work in an acceptable manner.

4.9 Local Regulations

Permits issued by the Woodford County Highway Department cover the construction of access roads and driveways within the right-of-way and do not release the applicant from compliance with regulations of local authorities. The requirements of the planning and zoning boards and local
ordinances are not altered by the issuance of a permit by the Woodford County Highway Department and the applicant is not relieved from obtaining the required local approvals and permits. Permits will not be granted for entrances if either county or local planning or zoning agencies indicate that the development does not conform to their land use and zoning plans.

4.10 Construction of Access

Construction of accesses shall be in accordance with the access permit requirements or the approved plans.

4.10.1 Construction of Access by the County

Any design or construction activity within the County Highway right-of-way outlined in this ordinance may be done by the Woodford County Highway Department as follows:

1. A written request for these services must be made to the Highway Department;
2. The County Engineer may approve or deny any request as he/she deems in the best interest of the Woodford County Highway Department;
3. If approved, the County Engineer shall prepare a cost estimate for the proposed design and/or construction of access. The permittee shall provide a cash bond in accordance with the latest edition of the Land Subdivision Ordinance for Woodford County;
4. The actual cost of design and/or construction will be calculated on a time and material basis by the County Engineer and shall be deducted from the cash bond;
5. Upon completion of the access, the remainder of the cash bond will be returned to the permittee.

4.10.2 Alteration of an Existing Access

Alteration of an existing access may be done as outlined in Section 4.10.1 of this Ordinance.

4.10.3 Agricultural Entrances (Amended July 17, 2018)

An access permit by the Woodford County Highway Department or the appropriate Township Highway Commissioner is required when an existing agricultural entrance is proposed for non-farm use. Any change in entrance use shall require an access permit from the Woodford County Highway Department or the appropriate Township Highway Commissioner.
SECTION 5.0 - DESIGN STANDARDS

5.1 Design Publications

The design of access and accompanying highway improvements shall comply with the standards and specifications set forth in these access standards. In the absence of specific guidance, the latest version of the following Illinois Department of Transportation (IDOT) and The American Association of State Highway and Transportation Officials (AASHTO) policies shall govern. All applicable IDOT and AASHTO publications shall be listed in Appendix A of this ordinance.

5.2 Definitions and Classifications of Access

5.2.1 Classification of Roadways in the County

The determination of access management requirements shall be based on the functional role of the road and the surrounding area and derived from the road classifications produced by IDOT. Highway classifications shall be reflected in the Woodford County Roadway Classification Map.

5.2.2 Minor Access

A minor access is one which serves property abutting a County Highway, has an anticipated daily normal two-way traffic volume (total number of entrance and exit trips by vehicles using the access) of no more than 100 trips, and has no regular use by vehicles or vehicle combinations of three axles or more (personal recreational vehicles excluded).

Examples of land-uses served by a minor access include farm entrances, a small residential community (e.g., 1 to 8 houses), and an apartment complex with 12 or fewer units, or an office building with less than 6,000 gross square feet.

5.2.3 Major Access

A major access is one that serves property abutting a County Highway and has an anticipated daily two-way traffic volume of more than 100 trips. Since higher volume access facilities to highways have an impact on the capacity, use, and traffic flow of the highway, and because of the uniqueness of the traffic generation and characteristics of each access facility, it is difficult to establish universal standards or requirements for such access facilities. It is the responsibility of the developers to design their access facilities to suit their needs and those of the County Highway in accordance with this Ordinance. Preliminary meetings and/or conversations between the developer and the County Engineer should be held to discuss locations, basic requirements, and future changes or plans for the County Highway.

5.2.4 Temporary Access

A temporary access may be requested for a facility to be used for a limited time. The term of each will be determined on an individual basis. Circumstances under which a temporary access may be granted include construction work, special events, entrance for a residential community. 
that is not completely developed or other non-permanent uses. Upon written request from the permittee, renewal of a temporary access will be considered.

5.2.5 Single Family Residential Access

A single family residential access is one that serves a dwelling-single family on one lot abutting a County Highway.

5.3 Design Speed

The design speed to be used for designing improvements on County Highways shall be considered a value 5 MPH above the posted speed of the County Highway to which the improvement is being made. The design speed may be adjusted at the discretion of the County Engineer.

5.4 Sight Distance Requirements

An access shall be located at the point of optimum sight distance along a property frontage. The placement of an access on a horizontal curve or just below the high point of a crest vertical curve on the County Highway shall be discouraged.

Safe access Sight Distances are presented in Table 5-1. These values shall be goals to meet or exceed when positioning an access along the property frontage.

<table>
<thead>
<tr>
<th>Design Speed (mph)</th>
<th>Intersection Sight Distance Required (feet)</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>335</td>
</tr>
<tr>
<td>35</td>
<td>390</td>
</tr>
<tr>
<td>40</td>
<td>445</td>
</tr>
<tr>
<td>45</td>
<td>500</td>
</tr>
<tr>
<td>50</td>
<td>555</td>
</tr>
<tr>
<td>55</td>
<td>610</td>
</tr>
<tr>
<td>60</td>
<td>665</td>
</tr>
</tbody>
</table>

1 Driver's eye height shall be 3.5 feet above pavement edge.
Driver's eye shall be 15 feet from pavement edge.
Object height (approaching vehicle) shall be 3.5 feet above center of traffic lane.
For such cases, it will be at the discretion of the County Engineer to determine whether adequate sight distance exists regardless if the requirements in Table 5-1 are met or exceeded. The County Engineer shall review the sight distance constraints on a site-specific basis and may require the use of acceleration lanes to benefit access highway operation.

If it is determined that safe sight distance is not available at any point along the frontage of a property, access may be allowed, at the developer's expense, in one of the following ways:

1. Redesign or reconstruction of the existing County Highway to correct sight distance deficiency;
2. Develop access to another roadway (in the case of corner properties);
3. Develop indirect access via a frontage road;
4. Develop indirect access via the acquisition of an access easement from an adjacent property.

5.5 Minor Access Design Elements

5.5.1 Width of Access (Amended July 17, 2018)

All single family residential and minor accesses shall have a width between the minimum of 16 feet and the maximum of 24 feet, except for agricultural entrances, which shall have a maximum width of 35 feet. This width shall be measured at right angles to the centerline of the access. For commercial or industrial rural entrances, a maximum width of 35 feet shall be allowable. When applicable, access permits may be issued for common residential entrances to serve adjacent properties. These entrances shall be centered on the property line and shall not exceed the 48-foot maximum width. The access permit will be issued jointly to the two owners and must be executed by both owners.

5.5.2 Radius Return

The radius returns used for residential access should be 20 feet. The radius returns may be increased to 30 feet in cases where the right-of-way is narrow, traffic volumes are large, speeds are high, or long trailers use the entrance to allow for more efficient use of the access.

5.5.3 Angular Placement

The access centerline should generally be at a right angle to the pavement edge and follow this angle from the roadway to the right-of-way line. If the size and shape of the property are such that the access must be at an angle to the pavement, this angle should be parallel to the property line. However, no access shall be placed that will have a centerline angle measured from the roadway less than 75 degrees. If an approach angle less than 90 degrees must be used on an access, the access return radius and/or width should be increased to their upper limits or higher to facilitate maneuvers made difficult because of the undesirable approach angle.
5.5.4 Access Spacing

Table 5-2 summarizes the minimum private and public access spacing requirements for Collector, Local and Residential roads based on the ADT and functional classification of each highway. Access spacing shall meet the spacing requirements of Table 5-2 unless the applicant is able to demonstrate that there are reasonable conditions affecting the location of the proposed access point. An applicant meeting the requirements of Section 5.2.5 shall be allowed one access on their property at any location on their frontage abutting the County Highway at the discretion of the County Engineer if the requirements of Section 5.4 and Section 5.5.5 are satisfied and the requirements of Section 3.2.1 are not applicable. Final access spacing shall be specific to an individual access permit application and shall not establish precedence for other future permit applications in Woodford County to deviate from the values established in Table 5-2. The Woodford County Engineer shall determine the minimum private and public access spacing requirements along County Highways within the corporate boundaries of cities and villages, as well as the unincorporated towns of Cazenovia and Low Point. For the purposes of Section 5.5.4, a “reasonable condition” is defined as a property-specific circumstance that the applicant feels is fair and sensible and shall be presented at the time of the application. The reasonable condition will be reviewed on a case-by-case basis and is subject to the discretion of the County Engineer.

<table>
<thead>
<tr>
<th>Road Classification</th>
<th>Average Daily Traffic (ADT)</th>
<th>Public Access Spacing (ft)</th>
<th>Private Access Spacing (ft)</th>
<th>Signalized Intersection Spacing (ft)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td>0-400</td>
<td>440</td>
<td>100</td>
<td>1320</td>
</tr>
<tr>
<td></td>
<td>400 and up</td>
<td>660</td>
<td>330</td>
<td>2640</td>
</tr>
<tr>
<td>Local</td>
<td>0-400</td>
<td>660</td>
<td>330</td>
<td>2640</td>
</tr>
<tr>
<td></td>
<td>750-2000</td>
<td>990</td>
<td>660</td>
<td>2640</td>
</tr>
<tr>
<td>Collector</td>
<td>2000 and up</td>
<td>1320</td>
<td>1320</td>
<td>2640</td>
</tr>
</tbody>
</table>

5.5.5 Distance to Adjacent Property

No part of an access including its radius return should encroach on the frontage of the adjacent property unless approved by the County Engineer.

5.5.6 Throat Length

The access should be long enough such that a passenger car will park completely clear of the highway, sidewalk (if one exists), and right-of-way line of the County Highway. A minimum throat length of 50 feet from the highway edge of pavement should be considered. The throat length should also be influenced by the typical number of vehicles which will use the access and a minimum setback of 65 feet from the centerline or 30 feet from the right-of-way-line,
whichever is greater (or as dictated by local ordinances), for garages and carports. It is strongly urged to provide facilities that allow vehicles to turn around within the access clear of the highway right-of-way line. Access that allows vehicles to back out onto the highway shall be discouraged.

5.6 Major Access Design Elements

High volume, major access facilities should meet the design standards for public road intersections with corresponding traffic volumes.

5.6.1 Width of Access

Major access facilities shall have a minimum width of 24 feet and a maximum width of 35 feet.

5.6.2 Radius Return

The radius returns used to connect the access to the roadway shall normally fall entirely within the right-of-way. It may be permitted to go outside the right-of-way if raised curbing extends into the private property. The radii will generally be between 30 and 50 feet, except for three-centered-curves, which may have larger radii. The entrance to the development should have adequate radius returns, driveway widths, and if applicable, deceleration and turning lanes to avoid backing up traffic on the highway.

5.6.3 Angular Placement

The centerline of an access should either be at right angles to the highway or parallel to the development's property line. In no case shall this angle be less than 75 degrees.

5.6.4 Access Location

Table 5-2 summarizes the minimum private and public access spacing requirements for Collector, Local and Residential roads based on the ADT and functional classification of each highway. Access spacing shall meet the spacing requirements of Table 5-2 unless the applicant is able to demonstrate that there are reasonable conditions affecting the location of the proposed access point. Final access spacing shall be specific to an individual access permit application and shall not establish precedence for other future permit applications in Woodford County. The Woodford County Engineer shall determine the minimum private and public access spacing requirements along County Highways within the corporate boundaries of cities and villages, as well as the unincorporated towns of Cazenovia and Low Point. For the purposes of Section 5.6.4, a “reasonable condition” is defined as a property-specific circumstance that the applicant feels is fair and sensible and shall be presented at the time of the application. The reasonable condition will be reviewed on a case-by-case basis and is subject to the discretion of the County Engineer.
APPENDIX D – Woodford County Roadway Classification Map

In lieu of Woodford County providing roadway classification and traffic count maps, Applicants are encouraged to review up-to-date traffic counts and roadway classification maps at the following websites:

Traffic Count (available at the Illinois Department of Transportation Website):

http://www.gettingaroundillinois.com/gai.htm?mt=aadt

Roadway Classification (available at the Illinois Department of Transportation Website):

Memo

To: Chairman Hill and Members of the Woodford County Road & Bridge Committee

From: Conrad Moore, P.E., County Engineer

CC: File

Date: July 10, 2020

Re: July 2020 Agenda Item 8(a)

Background:
In 2018, the Highway Department received a $817,591 Highway Safety Improvement Program (HSIP) Grant for guardrail replacement throughout the County.

Applicability:
The attached agreement details the County’s financial commitment to match federal funds at 10% for construction and the balance of construction engineering.

Other Information:
The project was budgeted for in FY2020 and FY2021 and the county’s share ($100,000) will be paid using:

County Matching Funds – Line Item 002-640-6336-002

Recommended Action:
The Highway Department recommends approval of the Local Agency Agreement and that the Chairman of the Board be authorized to enter into said agreement on behalf of Woodford County.
RESOLUTION # 2019/20–068

COUNTY OF WOODFORD
LOCATION: THROUGHOUT THE COUNTY
SECTION NO: 18-00170-00-SP
PROJECT NO: T4G0(666)
JOB NO: P-94-046-20

WHEREAS, the County of Woodford endeavors to improve various segments of highway throughout the County with guardrail replacement and known to the Illinois Department of Transportation as Section Number 18-00170-00-SP and State Job Number P-94-046-20, and

WHEREAS, the cost of said improvement has necessitated the use of federal funds, and

WHEREAS, the federal fund source requires a match of local funds in the amount of 10%, and

WHEREAS, the use of federal funds requires a joint funding agreement (AGREEMENT) with the Department of Transportation.

NOW THEREFORE, BE IT RESOLVED, that the County of Woodford authorizes one hundred thousand dollars ($100,000.00) or as much of such sum as may be needed to match federal funds in the completion of the aforementioned project known as Section Number 18-00170-00-SP.

BE IT FURTHER RESOLVED that the Chairman is hereby authorized and directed to execute the above-mentioned AGREEMENT and any other such documents related to advancement and completion of said project.

I, Dawn Kupfer, County Clerk in and for said County of Woodford, in the State of Illinois, and keeper of the records and files thereof, as provided by Statute, do hereby certify the foregoing to be a true, perfect and complete copy of the resolution adopted by the County Board of Woodford County, at its regular meeting held at Eureka, Illinois on July 21, 2020.

IN TESTIMONY WHEREOF, I have hereto set my hand and affixed the seal of said County at my office in Eureka, in said County, this 21st day of July, 2020.

(SEAL)

ATTEST:

Dawn Kupfer – Clerk of the Woodford County Board
John Krug – Chairman of Woodford County Board
# Local Public Agency Agreement for Federal Participation

**LOCAL PUBLIC AGENCY**

<table>
<thead>
<tr>
<th>Local Public Agency</th>
<th>County</th>
<th>Section Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Woodford County</td>
<td>Woodford</td>
<td>18-00170-00-SP</td>
</tr>
</tbody>
</table>

**Fund Type**

<table>
<thead>
<tr>
<th>ITEP, SRTS, HSIP Number(s)</th>
<th>MPO Name</th>
<th>MPO TIP Number</th>
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</thead>
<tbody>
<tr>
<td>HSIP</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Construction**

<table>
<thead>
<tr>
<th>Job Number</th>
<th>Project Number</th>
<th>Engineering</th>
<th>Job Number</th>
<th>Project Number</th>
<th>Right of Way</th>
<th>Job Number</th>
<th>Project Number</th>
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<tr>
<td>C-94-046-20</td>
<td>T4G0(666)</td>
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</tr>
</tbody>
</table>

This Agreement is made and entered into between the above local public agency, hereinafter referred to as the "LPA" and the State of Illinois, acting by and through its Department of Transportation, hereinafter referred to as "STATE". The STATE and LPA jointly propose to improve the designated location as described below. The improvement shall be consulted in accordance with plans prepared by, or on behalf of the LPA and approved by the STATE using the STATE's policies and procedures approved and/or required by the Federal Highway Administration, hereinafter referred to as "FHWA".

**LOCATION**

<table>
<thead>
<tr>
<th>Local Street/Road Name</th>
<th>Key Route</th>
<th>Length</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Various</td>
<td>Various</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PROJECT DESCRIPTION**

System-wide guardrail improvements in various locations across Woodford County.

**LOCAL PUBLIC AGENCY APPROPRIATION - REQUIRED FOR STATE LET CONTRACTS**

By execution of this Agreement the LPA attests that sufficient moneys have been appropriated or reserved by resolution or ordinance to fund the LPA share of project costs. A copy of the authorizing resolution or ordinance is attached as an addendum.

**METHOD OF FINANCING - (State-Let Contract Work Only)**

Check One

- [ ] METHOD A - Lump Sum (80% of LPA Obligation ___)
  
  Lump Sum Payment - Upon award of the contract for this improvement, the LPA will pay the STATE within thirty (30) calendar days of billing, in lump sum, an amount equal to 80% of the LPA's estimated obligation incurred under this agreement. The LPA will pay to the STATE the remainder of the LPA's obligation (including any nonparticipating costs) in a lump sum within thirty (30) calendar days of billing in a lump sum, upon completion of the project based on final costs.

- [ ] METHOD B - Monthly Payments of ___ due by the ___ of each successive month.
  
  Monthly Payments - Upon award of the contract for this improvement, the LPA will pay to the STATE a specified amount each month for an estimated period of months, or until 80% of the LPA's estimated obligation under the provisions of the agreement has been paid. The LPA will pay to the STATE the remainder of the LPA's obligation (including any nonparticipating costs) in a lump sum, upon completion of the project based on final costs.

- [ ] METHOD C - LPA's Share Balance ___ divided by estimated total cost multiplied by actual progress payment.
  
  Progress Payments - Upon receipt of the contractor's first and subsequent progressive bills for this improvement, the LPA will pay to the STATE within thirty (30) calendar days of receipt, an amount equal to the LPA's share of the construction cost divided by the estimated total cost multiplied by the actual payment (appropriately adjust for nonparticipating costs) made to the contractor until the entire obligation incurred under this agreement has been paid.
Failure to remit the payment(s) in a timely manner as required under Methods A, B, or C shall allow the STATE to internally offset, reduce, or deduct the arrearage from any payment or reimbursement due or about to become due and payable from the STATE to the LPA on this or any other contract. The STATE at its sole option, upon notice to the LPA, may place the debt into the Illinois Comptroller's Offset System (15 ILCS 405/10.05) or take such other and further action as may be required to recover the debt.

THE LPA AGREES:

1. To acquire in its name, or in the name of the STATE if on the STATE highway system, all right-of-way necessary for this project in accordance with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, and established State policies and procedures. Prior to advertising for bids, the LPA shall certify to the STATE that all requirements of Titles II and III of said Uniform Act have been satisfied. The disposition of encroachments, if any, will be cooperatively determined by representatives of the LPA, the STATE, and the FHWA if required.

2. To provide for all utility adjustments and to regulate the use of the right-of-way of this improvement by utilities, public and private, in accordance with the current Utility Accommodation Policy for Local Public Agency Highway and Street Systems.

3. To provide for surveys and the preparation of plans for the proposed improvement and engineering supervision during construction of the proposed improvement.

4. To retain jurisdiction of the completed improvement unless specified otherwise by addendum (addendum should be accompanied by a location map). If the improvement location is currently under road district jurisdiction, a jurisdictional addendum is required.

5. To maintain or cause to be maintained the completed improvement (or that portion within its jurisdiction as established by addendum referred to in item 4 above) in a manner satisfactory to the STATE and the FHWA.

6. To comply with all applicable Executive Orders and Federal Highway Acts pursuant to the Equal Employment Opportunity and Nondiscrimination Regulations required by the U.S. Department of Transportation.

7. To maintain for a minimum of 3 years after final project close out by the STATE, adequate books, records and supporting documents to verify the amounts, recipients and uses of all disbursements of funds passing in conjunction with the contract. The contract and all books, records, and supporting documents related to the contract shall be available for review and audit by the Auditor General and the STATE. The LPA agrees to cooperate fully with any audit conducted by the Auditor General, the STATE, and to provide full access to all relevant materials. Failure to maintain the books, records, and supporting documents required by this section shall establish presumption in favor of the STATE for recovery of any funds paid by the STATE under the contract for which adequate books, records and supporting documentation are not available to support the purported disbursement.

8. To provide if required, for the improvement of any railroad-highway grade crossing and rail crossing protection within the limits of the proposed improvement.

9. To comply with Federal requirements or possibly lose (partial or total) Federal participation as determined by the FHWA.

10. (Local Contracts or Day Labor) To provide or cause to be provided all of the initial funding, equipment, labor, material and services necessary to complete the project.

11. (Preliminary Engineering) In the event that right-of-way acquisition for, or construction of, the project for which this preliminary engineering is undertaken with Federal participation is not started by the close of the tenth fiscal year following FHWA authorization, the LPA will repay the STATE any Federal funds received under the terms of this agreement.

12. (Right-of-Way Acquisition) In the event construction has not commenced by the close of the twentieth fiscal year following FHWA authorization using right-of-way acquired this agreement, the LPA will repay the STATE any Federal Funds received under the terms of this agreement.

13. (Railroad Related Work) The LPA is responsible for the payment of the railroad related expenses in accordance with the LPA/roadway agreement prior to requesting reimbursement from the STATE. Requests for reimbursement should be sent to the appropriate IDOT District Bureau of Local Roads and Streets Office. Engineer's Payment Estimates shall be in accordance with the Division of Cost.

14. Certifies to the best of its knowledge and belief that it's officials:
   a. are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
   b. have not within a three-year period preceding this agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements receiving stolen property;
   c. are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, Local) with commission of any of the offenses enumerated in item (b) of this certification; and
   d. have not within a three-year period preceding the agreement had one or more public transactions (Federal, State, Local) terminated for cause or default.

15. To include the certifications, listed in item 14 above, and all other certifications required by State statutes, in every contract, including procurement of materials and leases of equipment.

16. (STATE Contracts). That execution of this agreement constitutes the LPA's concurrence in the award of the construction contract to the responsible low bidder as determined by the STATE.

17. That for agreements exceeding $100,000 in federal funds, execution of this agreement constitutes the LPA's certification that:
   a. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or any employee of a member of congress in connection with the awarding of any federal contract, the making of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
b. if any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress or an employee of a member of congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit standard form - LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

c. The LPA shall require that the language of this certification be included in the award documents for all subawards (including subcontracts, subgrants and contracts under grants, loans and cooperative agreements), and that all subrecipients shall certify and disclose accordingly.

18. To regulate parking and traffic in accordance with the approved project report.

19. To regulate encroachments on public rights-of-way in accordance with current Illinois Compiled Statutes.

20. To regulate the discharge of sanitary sewage into any storm water drainage system constructed with this improvement in accordance with the current Illinois Compiled Statutes.

21. To comply with the federal Financial Integrity Review and Evaluation (FIRE) program, which requires States and subrecipients to justify continued federal funding on inactive projects. 23 CFR 630.106(a)(5) defines an inactive project as a project in which no expenditures have been charged against federal funds for the past twelve (12) months.

22. (Reimbursement Requests) For reimbursement requests the LPA will submit supporting documentation with each invoice. Supporting documentation is defined as verification of payment, certified time sheets or summaries, vendor invoices, vendor receipts, cost plus fix fee invoice, progress report, personnel and direct cost summaries, and other documentation supporting the requested reimbursement amount (Form BLP 05621 should be used for consultant invoicing purposes). LPA invoice requests to the STATE will be submitted with sequential invoice numbers by project.

23. (Final Invoice) The LPA will submit to the STATE a complete and detailed final invoice with applicable supporting documentation of all incurred costs, less previous payments, no later than twelve (12) months from the date of completion of work or from the date of the previous invoice, which ever occurs first. If a final invoice is not received within this time frame, the most recent invoice may be considered the final invoice and the obligation of the funds closed. Form BLP 05613 (Engineering Payment Record) is required to be submitted with the final invoice on the engineering projects.

24. (Project Closeout) The LPA shall provide the final report to the appropriate STATE district office within twelve (12) months of the physical completion date of the project so that the report may be audited and approved for payment. If the deadline cannot be met, a written explanation must be provided to the district prior to the end of the twelve (12) months documenting the reason and the new anticipated date of completion. If the extended deadline is not met, this process must be repeated until the project is closed. Failure to follow this process may result in the immediate close-out of the project and loss of further funding.

25. (Project End Date) For Preliminary Engineering projects the end date is ten (10) years from the execution date of the agreement. For Right-of-Way projects the end date is fifteen (15) years from the execution date of the agreement. For Construction projects the end date is five (5) years for projects under $1,000,000 or seven (7) years for projects over $1,000,000 from the execution date of the agreement. Requests for time extensions and joint agreement amendments must be received and approved prior to expiration of the project end date. Failure to extend the end date may result in the immediate close-out of the project and loss of further funding.

26. (Single Audit Requirements) That if the LPA expends $750,000 or more a year in federal financial assistance they shall have an audit made in accordance with 2 CFR 200. LPA’s expending less than $750,000 a year shall be exempt from compliance. A copy of the audit report must be submitted to the STATE (Office of Internal Audit, Room 201, 2300 South Dirksen Parkway, Springfield, Illinois, 62704) within 30 days after the completion of the audit, but no later than one year after the end of the LPA’s fiscal year. The CFDA number for all highway planning and construction activities is 20.205.

27. That the LPA is required to register with the System for Award Management or SAM, which is a web-enabled government-wide application that collects, validates, stores, and disseminates business information about the federal government’s trading partners in support of the contract award and the electronic payment processes. To register or renew, please use the following website: https://www.sam.gov/SAM/

28. (Required Uniform Reporting) To comply with the Grant Accountability and Transparency Act (30 ILCS 708) that requires a uniform reporting of expenditures. Uniform reports of expenditures shall be reported no less than quarterly using IDOT’s BoSS 2832 form available on IDOT’s web page under the "Resources" tab. Additional reporting frequency may be required based upon specific conditions, as listed in the accepted Notice of State Award (NOSA). Specific conditions are based upon the award recipient/grantee’s responses to the Fiscal and Administrative Risk Assessment (FAAR) and the Programmatic Risk Assessment (PRA).

**NOTE:** Under the terms of the Grant Funds Recovery Act (30 ILCS 705/4.1), “Grantor agencies may withhold or suspend the distribution of grant funds for failure to file requirement reports” if the report is more than 30 calendar days delinquent, without any approved written explanation by the grantee, the entity will be placed on the Illinois Stop Payment List. (Refer to the Grantee Compliance Enforcement System for detail about the Illinois Stop Payment List: https://www.illinois.gov/sites/GATA/Pages/ResourceLibrary.aspx)

**THE STATE AGREES:**

1. To provide such guidance, assistance, and supervision to monitor and perform audits to the extent necessary to assure validity of the LPA's certification of compliance with Title II and III Requirements.

2. (State Contracts) To receive bids for construction of the proposed improvement when the plans have been approved by the STATE (and FHWA, if required) and to award a contract for construction of the proposed improvement after receipt of a satisfactory bid.

3. (Day Labor) To authorize the LPA to proceed with the construction of the improvement when agreed unit prices are approved, and to reimburse the LPA for that portion of the cost payable from Federal and/or State funds based on the agreed unit prices and engineer's pay estimates in accordance with the division of cost page.
4. (Local Contracts) For agreements with federal and/or state funds in engineering, right-of-way, utility work and/or construction work:
   a. To reimburse the LPA for federal and/or state share on the basis of periodic billings, provided said billings contain sufficient cost information and show evidence of payments by the LPA;
   b. To provide independent assurance sampling and furnish off-site material inspection and testing at sources normally visited by STATE inspectors for steel, cement, aggregate, structural steel, and other materials customarily tested by the STATE.

**IT IS MUTUALLY AGREED:**

1. Construction of the project will utilize domestic steel as required by Section 106.01 of the current edition of the Standard Specifications for Road and Bridge Construction and federal Buy America provisions.
2. That this Agreement and the covenants contained herein shall become null and void in the event that the FHWA does not approve the proposed improvement for Federal-aid participation within one (1) year of the date of execution of this agreement.
3. This agreement shall be binding upon the parties, their successors and assigns.
4. For contracts awarded by the LPA, the LPA shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any USDOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The LPA shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of USDOT-assisted contracts. The LPA's DBE program, as required by 49 CFR part 26 and as approved by USDOT, is incorporated by reference in this agreement. Upon notification to the recipient of its failure to carry out its approved program, the STATE may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1996 (31 U.S.C. 3801 et seq.). In the absence of a USDOT-approved LPA DBE Program or on state-awarded contracts, this agreement shall be administered under the provisions of the STATE'S USDOT approved Disadvantaged Business Enterprise Program.
5. In cases where the STATE is reimbursing the LPA, obligation of the STATE shall cease immediately without penalty or further payment being required if, in any fiscal year, the Illinois General Assembly or applicable federal funding source fails to appropriate or otherwise make available funds for the work contemplated herein.
6. All projects for the construction of fixed works which are financed in whole or in part with funds provided by this agreement and/or amendment shall be subject to the Prevailing Wage Act (820 ILCS 130/0.01 et seq.) unless the provisions of the act exempt its application.

**ADDENDA**

Additional information and/or stipulations are hereby attached and identified below as being a part of this agreement.

<table>
<thead>
<tr>
<th>1. Location Map</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Division of Cost</td>
</tr>
<tr>
<td>3. Local Agency Appropriations Resolution</td>
</tr>
</tbody>
</table>

Add Row
The LPA further agrees as a condition of payment, that it accepts and will comply with the applicable provisions set forth in this agreement and all Addenda indicated above.

 APPROVED

Local Public Agency

Name of Official (Print or Type Name)  
John Krug

Title of Official

County Board Chairman

Signature  Date

The above signature certifies the agency's Tin number is 371212522 conducting business as a Governmental Entity.

Duns Number 075623280

Omer Osman P.E., Acting Secretary  Date

By:

Director of Planning & Programming  Date

Director of Planning & Programming  Date

Philip C. Kaufmann, Chief Counsel  Date

Joanne Woodworth, Acting Chief Fiscal Officer  Date

NOTE: if the LPA signature is by an APPOINTED official, a resolution authorizing said appointed official to execute this agreement is required.
<table>
<thead>
<tr>
<th>Type of Work</th>
<th>Fund Type</th>
<th>Amount</th>
<th>%</th>
<th>Fund Type</th>
<th>Amount</th>
<th>%</th>
<th>Fund Type</th>
<th>Amount</th>
<th>%</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participating Construction</td>
<td>HSIP</td>
<td>$594,000.00</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>Local</td>
<td>$660,000.00</td>
<td>Bal</td>
<td>$660,000.00</td>
</tr>
<tr>
<td>Construction Engineering</td>
<td>HSIP</td>
<td>$8,740.00</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>Local</td>
<td>$31,260.00</td>
<td>Bal</td>
<td>$40,000.00</td>
</tr>
</tbody>
</table>

Total: $602,740.00

If funding is not a percentage of the total place an asterisk (*) in the space provided for the percentage and explain below:

* 90% HSIP Funds NTE $602,740

NOTE: The costs shown in the Division of Cost table are approximate and subject to change. The final LPA share is dependent on the final Federal and State participation. The actual costs will be used in the final division of cost for billing and reimbursement.
Memo

To: Chairman Hill and Members of the Woodford County Road & Bridge Committee
From: Conrad Moore, P.E., County Engineer
CC: File
Date: July 9, 2020
Re: July 2020 Agenda Item 8(b) (Utilities Paid-in-Vacation)

Background:
The Woodford County Highway Department ('Department') receives monthly invoices for various utilities. Currently, the monthly invoices are processed on the monthly schedule for payment of claims. The result is that due to the timing of processing of monthly claims, the utility payments are submitted to each respective entity after the due date.

Recommended Action:
The Department recommends that the Road and Bridge Committee approve the Department's utility bills to be paid in vacation going forward.
RESOLUTION # 2019/20–069

AUTHORIZING WOODFORD COUNTY HIGHWAY DEPARTMENT’S
UTILITY BILLS TO BE PAID-IN-VACATION

WHEREAS, the Woodford County Highway Department (‘Department’) receives and pays various
utility bills on a monthly basis, and

WHEREAS, the invoices for the said utilities are received after the monthly cut-off time to be submitted
to the County Clerk for payment, and

WHEREAS, the Department is requesting permission to present the invoices from said utility companies
to the Woodford County Clerk to be paid-in-vacation from various line items, depending on the nature of
the utility.

NOW THEREFORE, BE IT RESOLVED, by the Woodford County Board, the Woodford County
Highway Department is authorized to present the utility bills to the Woodford County Clerk to be paid-in-
vacation.

____________________________
I, Dawn Kupfer, County Clerk in and for said County of Woodford, in the State of Illinois, and keeper of the
records and files thereof, as provided by Statute, do hereby certify the foregoing to be a true, perfect and
complete copy of the resolution adopted by the County Board of Woodford County, at its regular meeting

IN TESTIMONY WHEREOF, I have hereto set my hand and affixed the seal of said County at my
office in Eureka, in said County, this 21st day of July, 2020.

(SEAL)

ATTEST:

Dawn Kupfer – Clerk of the Woodford County Board  John Krug – Chairman of Woodford County Board