

The Board of Trustees of the Village of Winnebago met in person at 6:00 P.M. with President Franklin J. Eubank, Jr. presiding. The link for the employees and the public to attend remotely was made available through GoToMeeting.

**ROLL CALL**

ACKERMAN - GRAHAM – PITNEY -present  
LEFEVRE- MCKINNON and O’ROURKE - absent

Guests in person: Attorney Mary Gaziano, Chief Jeff White, Treasurer Sally Bennett, Sergeant Nick Haff, Public Works Director Chad Insko, Village Engineer Seth Gronewold, Senta Holmes, George Miller.

A quorum was established.

**CONFLICT OF INTEREST:** President Eubank noted he would not participate in the discussion of the Village Administrator position.

**CONSENT AGENDA**

A motion was made by MR. GRAHAM, seconded by MR. ACKERMAN to approve the consent agenda as presented.

- a. Approval of Board Trustees Meeting Minutes from September 11, 2023
- b. Approval of Line Items Transfers
- c. Approval of Bills
  - i. \$5,000 and over \$65,646.97
  - ii. Under \$5,000 \$28,044.83
  - iii. Credit Card Reconciliation – August
  - iv. Bank Reconciliation – August
  - v. Treasurer’s Report placed on file for audit
- d. Administrative Reports
  - i. President’s Monthly Report
  - ii. Chief of Police Monthly Statistics Report
  - iii. Fehr-Graham – Engineering Report
  - iv. Code Enforcement & Building Officer Monthly Report
  - v. Public Works Monthly Water Usage and Production Reports
  - vi. Deputy Clerk Monthly Report
  - vii. Treasurer's Financial Reports

The motion carried on a unanimous roll call vote of those present.

**PUBLIC COMMENT**

No one requested the opportunity to address the Board.

**COMMUNITY DEPARTMENT REPORT/REQUESTS**

- a. PUBLIC WORKS
  - i. Based on Committee recommendation a motion was made by MR. GRAHAM to approve the task order for the Clayton Court Water Main Looping at a cost of \$48,500 from line 51-44-532. The motion carried on a unanimous roll call vote of those present.
  - ii. A motion was made by MR. GRAHAM, seconded by MR. ACKERMAN to approve payment of \$6,280 from 01-42-515 for the sidewalk project to Pitney Construction. President Eubank was

told by Mr. Insko the project was started in July (before MR. PITNEY became a Board Member). The money comes from the sidewalk budget which MR. PITNEY did not vote on. MR. PITNEY has more than seven percent interest in Pitney Construction. The vote carried on the following roll call vote: ACKERMAN – GRAHAM yes, PITNEY abstain.

- b. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE/PLANNING & ZONING/4<sup>TH</sup> OF JULY
- i. Based on Committee recommendation a motion was made by MR. ACKERMAN to adopt Resolution 2023-20R RESOLUTION AUTHORIZING EXPENDITURE OF FUNDS TO BURKE- PLAY ILLINOIS, INC. TO REPLACE MEMORIAL PARK PLAYGROUND EQUIPMENT AND FOR THE INSTALLATION OF SAME. The motion carried on a unanimous roll call vote of those present.
  - ii. A motion was made by MR. GRAHAM, seconded by MR. PITNEY to adopt Ordinance 2023-08 AN ORDINANCE TO EFFECT A ZONING MAP AMENDMENT TO DESIGNATE ZONING FOR THE LAWN CARE BY WALTER, INC., PROPERTY LOCATED AT 1515 SOUTH MERIDIAN ROAD IN WINNEBGO COUNTY PRE-ANNEXED INTO THE VILLAGE OF WINNEBAGO, ILLINOIS. Motion carried on a unanimous roll call vote of those present.  
A motion was made by MR. GRAHAM, seconded by MR. PITNEY to adopt Resolution 2023-21R RESOLUTION AUTHORIZING EXECUTION OF MDDGS ENTERPRISES, LLC (LAWN CARE BY WALTER) AT 1515 S. MERIDIAN ROAD PRE-ANNEXATION AGREEMENT. Motion carried on a unanimous roll call vote of those present.
  - iii. Planning and Zoning recommended 209 West Main Street be rezoned General Business. However, based on the 1957 Zoning Map Ordinance, the property is already zoned General Business.
  - iv. Trick or Treat hours in the Village will be October 31, will be 5:00 p.m. to 7:00 p.m.
- c. POLICE COMMITTEE
- i. A motion was made by MR. ACKERMAN, seconded by MR. GRAHAM to adopt Ordinance 2023-09, AN ORDINANCE PROVIDING FOR THE USE AND OPERATION OF UTILITY TERRAIN VEHICLES (UTV's) WITHIN THE CORPORATE LIMITS OF THE VILLAGE OF WINNEBAGO, ILLINOIS. During discussion MR. GRAHAM asked if this vote should be held when all Board Members are present. However, it was noted that two of those absent had previously voted in favor at a committee meeting. The only trustee who had not previously voted in favor is MR. MCKINNON. Motion carried on a unanimous roll call vote of those present.
  - ii. A motion was made by MR. ACKERMAN, seconded by MR. GRAHAM to adopt Resolution 2023-22R RESOLUTION ADOPTING UTILITY TERRAIN VEHICLE (UTV) APPLICATION AND UNCONDITIONAL INDEMNIFICATION AND WAIVER FORMS. Motion carried on a unanimous roll call vote of those present.
- d. FINANCE COMMITTEE
- i. There was a discussion of adding \$1.25 to all water bills starting January 1, 2024, to cover the cost of paper bills. The cost could be removed if the customer goes paperless. The committee will review further and come back with a recommendation.
- e. ADMINISTRATION TEAM/CLERK
- i. President Eubank stated he is not going to participate in the discussion of the Village Administrator position. Attorney Gaziano explained the Ordinance creating the position and the job description for the Village Administrator. A Motion was made by MR. GRAHAM, seconded by MR ACKERMAN to adopt Ordinance 2023-10 with amending the bond amount

to be the highest bond currently held by Village employees. AN ORDINANCE CREATING POSITION OF VILLAGE ADMINISTRATOR AND ADOPTING JOB DESCRIPTION. Motion carried on a unanimous roll call vote of those present.

The Clerk asked the Attorney to look into having all Board Members present for the interview of candidates as it would be a closed session which would be made public in the future. She will contact IML or the PAC to get more information.

f. LIQUOR COMMISSION

**PRESIDENT**

- a. In addition to the meeting dates provided the Winnebago County Regional Tourism Facility Board will meet November 7, 2023, at 2:00 p.m. at the Webbs Norman Center. Liquor Commission will meet the third Wednesday each month at 5:30 p.m. beginning November 15, 2023.
- b. Community Development is in favor of releasing the Hotel Feasibility Study to interested parties.
- c. The Village logo was discussed and will be revisited.

**NEW BUSINESS**

- a. The NICOR Gas Franchise Agreement will be reviewed by the Finance and Public Works Committees.

The Safe Routes to School Grant Application was submitted by Fehr-Graham based on information provided by the Village.

A motion was made by MR. PITNEY, seconded by MR. ACKERMAN to adjourn at 7:16 p.m. Motion carried on a roll call vote.

APPROVED: NOVEMBER 13, 2023

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Sally Jo Huggins, Village Clerk