

The Board of Trustees of the Village of Winnebago met in person February 12, 2024, 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 – LEFEVRE - MCKINNON – O’ROURKE – PITNEY - present

Guests in person: Attorney Mary Gaziano, Chief Jeff White, Deputy Clerk Kellie Symonds, Public Works Director Chad Insko, Joseph Dienberg, Sergeant Nick Haff. Guests attending remotely: Jason Bennett, Stephanie King, Teresa Green.

A quorum was established.

**CONFLICT OF INTEREST:** No one stated a conflict.

MR. GRAHAM requested the items contained within the Public Works section on the agenda be removed.

A motion was made by MR. LEFEVRE, seconded by MR. GRAHAM to accept the agenda as amended. Motion carried on a voice vote.

#### **CONSENT AGENDA**

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

- a. Approval of Board Trustees Meeting Minutes from January 08, 2024
- b. Approval of Line Items Transfers
- c. Approval of Bills
  - i. \$5,000 and over - \$ 121,945.77
  - ii. Under \$5,000 - \$16,404.45
  - iii. Credit Card Reconciliation – Dec
  - iv. Bank Reconciliation – N/A
  - v. Treasurer’s Report placed on file for audit

The motion carried on a unanimous roll call vote.

#### **PUBLIC COMMENT**

No one requested the opportunity to address the Board.

#### **COMMUNITY DEPARTMENT REPORT/REQUESTS**

- a. PUBLIC WORKS COMMITTEE
- b. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE/PLANNING & ZONING/4<sup>TH</sup> OF JULY
  - i. A motion was made by MR. MCKINNON, seconded by MR. LEFEVRE to adopt Ordinance 2024-02 AN ORDINANCE AUTHORIZING NORTHERN ILLINOIS GAS COMPANY (d/b/a NICOR GAS COMPANY) ITS SUCCESSORS AND ASSIGNS, TO CONSTRUCT, OPERATE AND MAINTAIN A GAS DISTRIBUTING SYSTEM IN AND THROUGH THE VILLAGE OF WINNEBAGO, ILLINOIS conditioned on confirmation of continued funding of the gas for Village use. Motion carried on a unanimous roll call vote.

## c. POLICE COMMITTEE

- i. A motion was made by MRS. O'ROURKE, seconded by MR. ACKERMAN to hire Michael Mund as a part-time police officer, to be paid \$27.00 per hour to start as soon as possible. Motion carried on the following roll call vote. MCKINNON – O'ROURKE – PITNEY – ACKERMAN – GRAHAM; yes, LEFEVRE abstained. Mr. Mund was previously a part-time Village police officer and is presently a part-time officer in Cherry Valley.
- ii. A motion was made by MR. LEFEVRE, seconded by MR. GRAHAM to make a conditional offer of full-time police officer to Sean Knudtson contingent on successful psychological and medical testing. Mr. Knudtson to be paid up to \$ 57,500 annual salary. Motion carried on a unanimous roll call vote.

## d. FINANCE COMMITTEE

- i. A motion was made by MR. LEFEVRE, seconded by MR. PITNEY to adopt Resolution 2024-02R A RESOLUTION TO AFFIRM THE PURCHASE OF A POWEREDGE R450 RACK SERVER TO MANAGE SOFTWARE AND SECURITY OF THE VILLAGE OF WINNEBAGO DATA NETWORK AND THE LABOR EXPENSE FOR INSTALLATION. Motion carried on a unanimous roll call vote.

## d. ADMINISTRATION TEAM/CLERK

- i. Annual merit increases will be discussed by the Administrative Team.
- ii. Annual CPI increases should be provided to all employees per Resolution 2021-15R.

## e. LIQUOR COMMISSION

**PRESIDENT**

- a. A motion was made by MR. LEFEVRE, seconded by MR. ACKERMAN to adopt Resolution 2024-03R A RESOLUTION TO AUTHORIZE THE VILLAGE PRESIDENT TO SIGN THE WITHDRAWAL OF REQUEST FOR PUBLIC ASSISTANCE (RPA) DISASTER CODED FEMA -4489-DR-IL (COVID-19) FORM. Motion carried on a unanimous roll call vote.
- d. The agreement between the Village of Winnebago and Mark Olson, CPA to Provide Temporary Treasurer Services is pending.

**NEW BUSINESS**

- a. The Public Hearing for the Appropriation Ordinance will be March 11, 2024, at 5:45 p.m.
- b. There will be a Closed Special Board Meeting for self-evaluation to be presented by IML. The date will be announced soon.
- c. President Eubank will meet with Mr. Dienberg on Wednesday, soon thereafter committee chairs will meet with Mr. Dienberg to provide their priorities.
- d. Department heads will review all invoices and approve them and provide the account to which they should be charged. This will provide checks and balances.
- e. President Eubank noted there is a name change within Kelley Williamson Co.
- f. The Board approved the appointment of MR. LEFEVRE to the Liquor Commission to replace Stan Maligranda.
- g. MRS. O'ROURKE noted that she has been contacted by Jerry Langley several times about his car wash property. The matter is referred to Community Development.
- h. One of the part-time billing clerks let Mrs. Symonds know today that she plans to retire soon. She will be with the Village to train a new employee. After discussion no trustee rejected to contacting Furst Staffing to find a temp to hire employee provided the contract remains the same as the recent contract.

Mr. Insko noted one of the Public Works employees will have surgery tomorrow and will be out for an unknown period of time.

A motion was made by MR. LEFEVRE, seconded by MR. MCKINNON to go into Executive (Closed) Session at 7:24 p.m. with all Trustees, the Village Clerk, Village Attorney present to discuss the agreement for employment of the Village Administrator, and the temporary wage increase for staff per 5ILCS 120/x (c)(1). Motion carried on a unanimous roll call vote.

They returned to Regular Session at 7:50 p.m. with Trustees ACKERMAN, GRAHAM, LEFEVRE, MCKINNON, PITNEY and O'ROURKE present. Guests: Attorney Gaziano, Deputy Clerk Symonds, and Joseph Dienberg. Jason Bennett attended virtually.

#### FINANCE COMMITTEE

- c. A motion was made by MR. GRAHAM, seconded by MR. PITNEY to increase the hourly rate of Rachel Windgassen \$3.85 to \$23.05 effective January 7, 2024. The hours per week are to not exceed 39.5. This temporary increase is per section 8.8 of the Personnel Manual. Motion carried on a unanimous roll call vote.

#### PRESIDENT

- b. A motion was made by MR. ACKERMAN, seconded by MR. LEFEVRE to adopt Resolution 2024-04R including the attached Exhibit "A". RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT BETWEEN THE VILLAGE OF WINNEBAGO, ILLINOIS, AND JOSEPH D. DIENBERG FOR EMPLOYMENT AS THE VILLAGE ADMINISTRATOR. Motion carried on a unanimous roll call vote.

The Village President and Mr. Dienberg then signed the contract. The Village Clerk administered the Oath to Mr. Dienberg as the Village Administrator.

A motion was made by MR. LEFEVRE, seconded by MR. ACKERMAN to adjourn at 7:58 p.m. Motion carried on a voice vote.

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Sally Jo Huggins, Village Clerk

APPROVED: MARCH 11, 2024