

The Board of Trustees of the Village of Winnebago met in person and remotely via GoToMeeting online on July 19, 2023, at 6:00 P.M. with President Franklin J. Eubank, Jr. presiding.

ROLL CALL

ACKERMAN – GRAHAM – LEFEVRE - O’ROURKE – present  
MCKINNON – remote while on vacation

Guests in person: Attorney Gaziano, Chief Jeff White, Sergeant Nick Haff, Jim Johnson, Kellie Symonds, Sally Bennett; Stephanie King attending remotely.

A quorum was established.

No one stated a conflict of interest.

President Eubank removed 13 A and B from the agenda to give the zoning Board time to make their recommendations, the items will be added to August 2023 Agenda. A motion was made by MRS. O’ROURKE, seconded by MR. LEFEVRE to approve the changes to the agenda. Motion carried on Board vote.

CONSENT AGENDA: A motion was made by MR. GRAHAM, seconded by MR. ACKERMAN to approve the Consent Agenda as presented:

*All items on the Consent Agenda are considered to be routine in nature and will be enacted in one motion. There will be no separate discussion of these items unless a Board member so requests, in which event, the item will be removed from the Consent Agenda and placed on the active agenda to be discussed and approved separately.*

- a.** Approval of Board Trustees Meeting Minutes from June 12, 2023
- b.** Approval of the Rescheduled Board Meeting Minutes from June 14, 2023
- c.** Approval of Line Items Transfers
- d.** Approval of Bills
  - i. \$5,000 and over \$ 226,834.17
  - ii. Under \$5,000 \$ 27,304.13
  - iii. Credit Card Reconciliation – April and May
  - iv. Bank Reconciliation – April and May
  - v. Treasurer’s Report placed on file for audit
- e.** 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 Report

Motion carried on a unanimous roll call vote of those present. (Mr. McKinnon was not allowed to vote remotely)

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PUBLIC COMMENT: Stephanie King noted that the Annual Trunk or Treat event sponsored by the Winnebago Area Chamber of Commerce will take place on October 21, 2023, and Ms. King will work with Sgt. Haff on the event.

COMMITTEE DEPARTMENT REPORTS/REQUEST:

a. PUBLIC WORKS

- i. A motion was made by MR. GRAHAM, seconded by MRS. O'ROURKE to make payment 1 less retainage to Rock Road for the 2023 street project after the itemized list is reviewed. The payment will be \$139,682.73 from 01 42 520 and \$20,872.13 from 15 42 850. Motion carried on the unanimous roll call vote of the four trustees present.

b. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE/PLANNING & ZONING

c. POLICE COMMITTEE

- ii. There was an application for a solicitor permit made by Tarpley Herlihy for door-to-door solicitation of education materials. Chief White explained he has completed the required background check. A motion was made by MR. LEFEVRE, seconded by MRS. O'ROURKE to approve the issuance of the permit. Changing the ordinance to not require Board approval will be reviewed by Community Development.

d. FINANCE COMMITTEE

e. ADMINISTRATIVE TEAM/CLERK

- iii. The template for the resolution executive summary was approved. It was suggested that the spending limit for supervisors be raised to \$5,000 from \$3,000. This will then require a revision to the spending policy, which will be addressed at the August meeting.

f. LIQUOR COMMISSION

PRESIDENT

- c. The President resigned from the Zoning Board leaving four members of the presently required seven members. There will be a public hearing at 5:55p.m. August 14, 2023, to receive input on reducing the number of zoning board members to five.
- d. President Eubank appointed Brian Martin to the Zoning Board. The trustees approved the appointment. Mr. Martin is a Sergeant with the Loves Park Police Department.
- e. The President and MR. GRAHAM completed the interviews for the Public Works Director Position. Before a recommendation for the hiring for this position it was decided to complete New Business and then go into Executive Session.

NEW BUSINESS

MR. GRAHAM said that people had told him they wanted to donate to the fireworks but did not see a way. He noted that people enjoyed the event.

MR. GRAHAM asked about the status of the food truck permit; he was told the matter is being handled by Community Development.

UTV'S are still with the Police Committee for review.

The President explained that the hiring of a Village Administrator was discussed before he was elected. He stated that this position should be hired soon. No Board member is totally opposed to hiring for this position. How would the Village President position be impacted by the hiring of a Village Administrator; the President would have less responsibilities. He explained that he compared the Village Administrator to a School Superintendent.

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Attorney Gaziano asked if it would help to talk to other areas as to how their Village Administrator interacts with their President and the Trustees. It was stated that the goal was to have the Village Administrator in place by January 2024.

Next the President discussed the funding of the position and the impact to the budget. He mentioned the possibility of reducing the President salary to \$6000. He suggested that there should be a \$75 per month additional payment to committee chairs. He noted that taxes have increased for the most part. He also noted that the last payment to Sullivans will be in 2024 which will free up \$52,000 per year. He suggested making the Deputy Clerk position part time and moving those benefits to the Administrator. He also suggested making the Village Clerk position an appointed position.

Mrs. Bennett said in reviewing the financials, in the last five years there has been an increase of one million dollars in revenue, plus there are new revenue streams.

It was questioned whether the administrator should be part-time or full-time.

It was noted that the employees should be providing the Trustees with information, so Trustees had to put in less time preparing for the meeting.

It was noted the salary for the Administrator would be about \$100,000.

A motion was made by MR. GRAHAM, seconded by MR. ACKERMAN to go into closed session to discuss the hiring of Public Works Director at 7:23pm. Motion carried on a unanimous roll call vote of those present.

The Board returned to regular session at 7:50pm. In attendance are the same four Trustees & Attorney Gaziano.

A motion was made by MR. GRAHAM, seconded by MR. ACKERMAN to hire Chad Insko as Public Works Director to be paid an annual salary of \$100,000 accruing vacation at the same rate as when he left with the standard benefits of full-time employees, to start no later than August 8<sup>th</sup>, 2023, or possibly July 31, 2023. Motion carried on a unanimous roll call vote of those present.

A motion was made by MR. GRAHAM, seconded by MRS. O'ROURKE to adjourn at 7:54 p.m. Motion carried on a voice vote.

APPROVED: AUGUST 14, 2023

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Sally Jo Huggins, Village Clerk