VILLAGE OF WINNEBAGO

REGULAR BOARD MEETING AGENDA

Wednesday, April 16, 2025 at 6:00 PM

108 West Main Street and Virtually

To access meeting from any device: https://global.gotomeeting.com/join/671034949

Or by (Toll Free): 1 866 899 4679 | Access Code: 671-034-949

1. **RECORDING OF THE MEETING**
2. **CALL TO ORDER**
3. **PLEDGE OF ALLEGIANCE**
4. **ROLL CALL**
5. **ESTABLISHMENT OF A QUORUM**
6. **MEETING GUIDELINES**

   Discussion and Vote to Allow an Absent Trustee to Vote By Phone or Other Allowable Means.
7. **DISCLOSURE OF ANY CONFLICT OF INTEREST**
8. **CHANGES TO AGENDA**
9. **PUBLIC COMMENT**

   It is recommended that a written request to address the Village Board by non-members should be submitted via mail, hand delivery, or the Village Website to the Village of Winnebago Office located at 108 West Main Street, Winnebago, Illinois, 61088, by 12:00 Noon on the day of the meeting scheduled by the Village authorities in which the speaker would like to participate. Alternatively, speakers may fill out the form at the meeting to sign up for public comment. Each speaker is limited to three (3) minutes. A maximum of thirty (30) minutes shall be allowed for public comment at each meeting.
10. **CONSENT AGENDA**

    Items included in the consent agenda will be denoted with an asterisk (*). 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. The Consent Agenda for this meeting includes; ***11a. and 12a.***

11. APPROVAL OF MINUTES

a. ***Approval of Board Trustees Meeting Minutes from April, 02, 2025

12. APPROVAL OF BILLS

a. *Approval of Invoices Presented for Payment $42,949.46

13. PRESIDENT

a. President's Report- March 2025

14. CLERK'S REPORT

15. TREASURER'S REPORT

a. March Treasurer's Report

16. ADMINISTRATIVE REPORTS

a. Village Administrator Monthly Report

b. Chief of Police Monthly Statistics Report

c. Fehr-Graham – Engineering Report

d. Code Enforcement & Building Officer Monthly Report

e. Public Works Monthly Water Usage and Production Reports

17. QUESTIONS FROM TRUSTEES/STAFF

18. PUBLIC WORKS COMMITTEE/REPORTS/REQUESTS

a. Clayton Court Watermain Looping Bidding Documents Bid Acceptance

b. 2025 MFT Bid Acceptance

c. 2025 Water Project-Local Funds Aligning with IEPA SRLF Project

d. Resolution for Purchase of a Mower

19. COMMUNITY DEVELOPMENT COMMITTEE/REPORTS/REQUESTS

a. Sale of Village Owned Property- Winnebago Highlands

20. POLICE COMMITTEE/REPORTS/REQUESTS

a. A Resolution Authorizing The Correction And Amending Of The School Resource Officer Memorandum Of Understanding

21. FINANCE COMMITTEE/REPORTS/REQUESTS

22. LIQUOR COMMITTEE/REPORTS/REQUESTS

23. ADMINISTRATIVE TEAM/REPORTS/REQUESTS

a. Administrative Professionals Week Acknowledgement- April 20-26

24. ZONING COMMISSION/REPORTS/REQUESTS

a. Zoning Board Members Appointment

25. **EXECUTIVE SESSION (CLOSED SESSION) Pursuant to 5ILCS 120/2(c)**
26. **NEW BUSINESS**
27. **TABLED/DEFERRED ITEMS**
28. **UPCOMING MEETINGS**
29. **ADJOURNMENT**

Posted: April 10, 2025 at 3:15 p.m. at 108 W. Main Street, Winnebago, IL
and online at www.villageofwinnebago.com Tel 815.335.2020 | Fax 815.415-8491

Agenda Item Executive Summary

Item Name	Consent Agenda Items	Committee or Board	Board

BUDGET IMPACT			
Amount:	N/A	*Budgeted:*	N/A
List what fund:	N/A		

EXECUTIVE SUMMARY

The consent agenda is a streamlined process for addressing routine, non-controversial items that require the board's approval. By consolidating these items into one agenda item, the board can focus on more substantive discussions and decision-making. The items typically included in the consent agenda are those that have been thoroughly reviewed and require minimal discussion, such as approval of meeting minutes, routine contracts, policy updates, approval of invoices to be paid, and administrative matters.

Board members are provided the opportunity to review these items in advance, and any member can request to have an item removed for further discussion. Upon approval, these items are adopted collectively without separate debate.

The consent agenda is designed to enhance board efficiency while ensuring that all necessary approvals are granted in a timely manner.

ATTACHMENTS (PLEASE LIST)

N/A

ACTION REQUESTED

☐For Discussion Only

☐ Resolution

☐ Ordinance

☒ Motion:

MOTION: I MOVE TO APPROVE THE ITEMS ON THE CONSENT AGENDA, INCLUDING APPROVAL OF BOARD MINUTES FROM APRIL 2, 2025 AND APPROVAL OF INVOICES PRESENTED FOR PAYMENT.

Staff: Rachel Windgassen, Administrative Assistant Date: 4/16/25

DRAFT

The Board of Trustees of the Village of Winnebago met in person April 2, 2025, 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 –- KIM – SMITH - present
MCKINNON – attended remotely
LEFEVRE – PITNEY - absent

Guests: Attorney Mary Gaziano, Village Administrator Joseph Dienberg, Chief Jeff White, Lieutenant Nick Haff, Treasurer Dana Novinson, and Assistant Deputy Clerk Rachel Windgassen; Luke Ziegler attended remotely. Public Works Director Chad Insko arrived at 6:08 p.m.,

5. ESTABLISHMENT OF A QUORUM - A quorum was established.
6. MEETING GUIDELINES – A motion was made by MR. ACKERMAN, seconded by MR. KIM, to allow MR. MCKINNON, who is out of town on business, to fully participate in the meeting. Motion carried on a voice vote.
7. DISCLOSURE OF ANY CONFLICT OF INTEREST - No conflict of interest was noted.
8. CHANGES TO THE AGENDA – No changes were requested
9. PUBLIC COMMENT - No one requested the opportunity to address the Board.
10. CONSENT AGENDA

A motion was made by MR. KIM, seconded by MR. SMITH to approve the Consent Agenda items. The motion carried on a unanimous roll call vote of those present.

11. a. Approval of Board Trustees Meeting Minutes of March 19, 2025
12. a. Approval of Invoices Presented for Payment $11,099.62
18. a. Approval of RESOLUTION 2025-11R A RESOLUTION TO AUTHORIZE THE SUPERINTENDENT OF STREETS AND FLEETS AND THE DIRECTOR OF PUBLIC WORKS TO MANAGE ROCK SALT PROCUREMENT THROUGH THE STATE OF ILLINOIS JOINT PURCHASING PROGRAM.
18. c. Approval of RESOLUTION 2025-12R A RESOLUTION APPROVING SIDEWALK MAINTENANCE SPENDING

13. PRESIDENT –Not included.
14. CLERK – Not included
15. TREASURER'S REPORT - Not .included.
16. ADMINISTRATIVE REPORTS – Not included.
17. QUESTIONS FROM TRUSTEES/STAFF - There were no questions from Trustees or Staff
18. PUBLIC WORKS COMMITTEE/REPORT/REQUESTS

b. A motion was made by MR. KIM, seconded by MR. SMITH to adopt ORDINANCE 2025-05: AN ORDINANCE ACCEPTING A GRANT OF EASEMENT ADJACENT TO LOT 12 OF RE-PLAT OF BLOCK 71 OF CANAL TRUSTEE'S ADDITION TO THE TOWN OF WINNEBAGO IN WINN GREEN APARTMENTS AREA (STAR-VILLAGE GREEN LIMITED PARTNERSHIP, AN ILLINOIS LIMITED PARTNERSHIP). The motion carried on a unanimous roll call vote of those present.

A motion was made by MR. ACKERMAN, seconded by MR. KIM to adopt ORDINANCE 2025-06: AN ORDINANCE ACCEPTING A GRANT OF EASEMENT ADJACENT TO LOTS 6, 7, AND 8 OF RE-PLAT OF BLOCK 71 OF CANAL TRUSTEE'S ADDITION TO THE TOWN OF WINNEBAGO IN CLAYTON COURT, WITH CUMULATIVE ADDRESSES OF 52 CLAYTON COURT THROUGH 80 CLAYTON COURT (EDGE VIEW PROPERTIES, LLC SERIES V, ILLINOIS LIMITED LIABILITY COMPANY). The motion carried on a unanimous roll call vote of those present.

d. The 2025 Motor Fuel Tax Westfield Road Project will be going out for bid soon.
e. The Clayton Court Main Looping Project will be going out for bid soon.
f. The 2025 Water Project Local Funds Aligning with IEPA SRLF Project is awaiting approval.

19. COMMUNITY DEVELOPMENT COMMITTEE/REPORTS/REQUESTS.
    a. The Sale of Village owned property – Winnebago Highlands remains open.
20. POLICE COMMITTEE/REPORTS/REQUESTS
    a. A motion was made by MR. KIM, seconded by MR. SMITH, to adopt RESOLUTION 2025-13R: A RESOLUTION TO APPROVE THE PURCHASE OF A 2025 FORD EXPLORER POLICE INTERCEPTOR VEHICLE. The motion carried on a unanimous roll call vote of those present.
21. FINANCE COMMITTEE/REPORTS/REQUESTS
    a. There was continued discussion on the grocery tax. It was noted that the ordinance would have to be adopted before October 2025 if the Village plans to adopt the tax for January 2026. It was noted the state may quit charging the motor fuel tax but there is nothing concrete about that. It was suggested that a list should be made of what money the state collects for the Village. It was suggested a list of the core services the Village should supply to the residents. A motion was made by MR. KIM, seconded by MR. SMITH, to lay over the vote on the grocery tax ordinance until the May meeting when the new Board is seated. The motion carried on a voice vote.
22. LIQUOR COMMITTEE/REPORTS/REQUESTS - No items for discussion.
23. ADMINISTRATIVE TEAM/REPORTS/REQUEST – No items for discussion.
24. ZONING COMMISSION/REPORTS/REQUESTS - No items for discussion.
25. EXECUTIVE SESSION (CLOSED SESSION) - No items for discussion.
26. NEW BUSINESS

    MR. SMITH asked about the improvement to the stop sign at the intersection of McNair and Falconer Roads and was told it is in the works.

    There will be a discussion on a mower for Public Works at the next meeting.
27. TABLED/DEFERRED ITEMS – none
28. UPCOMING MEETINGS

The next Board meeting will be April 16, 2025, at 6:00 p.m., followed by the Committee of the Whole Meeting.

29. ADJOURNMENT

    A motion was made by MR. SMITH, seconded by MR. KIM, to adjourn at 6:45 p.m. The motion carried on a voice vote.

UNAPPROVED

_____

Sally Jo Huggins, Village

Warrant List

April 16, 2025
Board Meeting

Warrant List

Section 1: Invoices Presented for Approval - $42,949.46
Section 2: Invoices over $5,000 - $19,231.55

** Invoices are available for inspection and review**

SECTION 1:

WARRANT LIST

April 16, 2025

Invoices Presented

For Board Approval

Total Invoices: $42,949.46

PACKET: 02960 BOARD PACKET 4/16/25

VENDOR SET: 01 **** CHECK LISTING ****

BANK : AP AP BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
000108	BADGER METER INC							
	I-80191264	ORION CELLULAR MAR 2025	R	4/16/2025		1,177.05CR	026423	1,177.05
000688	BOVES' AUTO & TRUCK SERVICE LLC							
	I-89474	2022 FORD: BRAKES, OIL,BATTERY	R	4/16/2025		1,985.10CR	026424	1,985.10
000100	CONSERV FS							
	I-108026244	AKROGOLD UNL GAS	R	4/16/2025		854.97CR	026425	854.97
000038	DIAMOND PROPERTY MAINTENANCE, INC.							
	I-25118	CLEANING SERVICES MAR 25	R	4/16/2025		160.00CR	026426	160.00
000024	FEHR-GRAHAM & ASSOCIATES							
	I-129456 PRJ:25-125	2025 GENERAL ENGINEERING	R	4/16/2025		1,779.50CR	026427	1,779.50
000546	FURST STAFFING							
	I-200079468	LORFELD-GRAY: WEEK END 3/30/25	R	4/16/2025		557.35CR	026428	557.35
000044	GAZIANO,ATTORNEY MARY							
	I-202504042618	MULT TRAFFIC INV 12/23-9/24	R	4/16/2025		143.75CR	026429	
	I-202504042619	MULT TRAFFIC INV 4/24-9/24	R	4/16/2025		182.50CR	026429	
	I-202504072620	2023-MT-897 TRAFFIC INV. 2023	R	4/16/2025		21.25CR	026429	347.50
000536	GILL'S FREEPORT DISPOSAL							
	I-23723847T087	GILL'S APR STATEMENT	R	4/16/2025		19,231.55CR	026430	19,231.55
000147	HAWKINS, INC.							
	I-7018785	AZONE 15, HYDROFLUOSILICIC	R	4/16/2025		3,054.57CR	026431	3,054.57
000369	IML RISK MANAGEMENT							
	I-202504042616	FIREWORKS LIABILITY	R	4/16/2025		100.00CR	026432	100.00
125	ILLINOIS MUNICIPAL TREASURERS ASSOCIATION							
	I-147	MEMBERSHIP RENEWAL 2025-2026	R	4/16/2025		100.00CR	026433	100.00
000311	J & R RENTAL							
	I-0105093	FISK & ZIMMERMAN: BOOTS	R	4/16/2025		290.00CR	026434	290.00
000307	MANHEIM, CASPER							
	I-25-04	APRIL CODE ENFORCEMENT	R	4/16/2025		960.00CR	026435	
	I-25-04B	APRIL BUILDING INSPECTOR	R	4/16/2025		1,000.00CR	026435	1,960.00

PACKET: 02960 BOARD PACKET 4/16/25
VENDOR SET: 01 **** CHECK LISTING ****
BANK : AP AP BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
000731	MENARDS - CHERRY VALLEY							
	I-79143	TOILET REPLACEMENT	R	4/16/2025		105.17CR	026436	
	I-79336	SUNDRY SUPPLIES	R	4/16/2025		146.37CR	026436	251.54
000051	POSTMASTER							
	I-202504042617	POSTAGE FOR WATER BILLS	R	4/16/2025		750.00CR	026437	750.00
000094	RADAR MAN, INC.							
	I-6529	RADAR CERTIFICATIONS	R	4/16/2025		200.00CR	026438	200.00
000291	ROCK VALLEY CULLIGAN							
	I-0684305	COOLER RENTAL 4/1-4/30	R	4/16/2025		44.45CR	026439	44.45
000422	ROCKFORD INFORMATION TECHNOLOGIES, INC.							
	I-41107	MAR DATTO CLOUD BACKUP	R	4/16/2025		140.00CR	026440	140.00
000570	TRUCKS IN MOTION INC.							
	I-1480	CURB AND GUTTER SWEEPING	R	4/16/2025		4,050.00CR	026441	4,050.00
000411	UNIFORM DEN EAST INC							
	I-95973	SPELMAN: BOOTS, EARPIECE	R	4/16/2025		224.94CR	026442	224.94
000067	UNITED LABORATORIES							
	I-INV431385	WEED & BRUSH LOW-V	R	4/16/2025		691.01CR	026443	691.01
000518	WINNEBAGO COUNTY (911 PAYMENT)							
	I-13537	911 PSAP BILLING APR-JUN 2025	R	4/16/2025		4,999.93CR	026444	4,999.93

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	22	0.00	42,949.46	42,949.46
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	22	0.00	42,949.46	42,949.46

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 02960 BOARD PACKET 4/16/25
VENDOR SET: 01 **** CHECK LISTING ****
BANK : AP AP BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
01	4/2025	14,433.21CR
17	4/2025	3,273.99CR
51	4/2025	25,142.26CR
90	4/2025	100.00CR
ALL		42,949.46CR

SECTION 2:

WARRANT LIST

April 2, 2025

Invoices Over $5,000

$ 19,231.55

These invoices are included in the

Section 1 Warrant List

VENDOR SET: 01 Village of Winnebago, IL
BANK: AP AP BANK
DATE RANGE: 4/16/2025 THRU 4/16/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000536	GILL'S FREEPORT DISPOSAL							
I-23723847T087	GILL'S APR STATEMENT	R	4/16/2025	19,231.55		026430		19,231.55

* * T O T A L S * *	NO			INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1			19,231.55	0.00	19,231.55
HAND CHECKS:	0			0.00	0.00	0.00
DRAFTS:	0			0.00	0.00	0.00
EFT:	0			0.00	0.00	0.00
NON CHECKS:	0			0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS	0.00			
		VOID CREDITS	0.00	0.00	0.00	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: AP TOTALS:	1	19,231.55	0.00	19,231.55
BANK: AP TOTALS:	1	19,231.55	0.00	19,231.55
REPORT TOTALS:	1	19,231.55	0.00	19,231.55

SELECTION CRITERIA

VENDOR SET: 01-Village of Winnebago, IL
VENDOR: ALL
BANK CODES: All
FUNDS: All

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999
DATE RANGE: 4/16/2025 THRU 4/16/2025
CHECK AMOUNT RANGE: 5,000.00 THRU 999,999,999.99
INCLUDE ALL VOIDS: YES

PRINT OPTIONS
SEQUENCE: CHECK NUMBER

PRINT TRANSACTIONS: YES
PRINT G/L: NO
UNPOSTED ONLY: NO
EXCLUDE UNPOSTED: NO
MANUAL ONLY: NO
STUB COMMENTS: NO
REPORT FOOTER: NO
CHECK STATUS: NO
PRINT STATUS: * - All

APRIL 16, 2025, PRESIDENT'S REPORT

Spent the month of March reviewing and responding to various email messages and reviewing information from Illinois Municipal League (IML), updates from the State of Illinois, and updates from NorthCOG/Region 1 Planning.

Discussion with trustees/employees various times during the month of March.

March 5, 2025 – attended and led Village Board meeting.

March 5, 2025 – Attended and led Committee of the Whole (C.O.W.) meeting.

March 9, 2025 – Worked on Village of Winnebago Strategic Plan items and sent to NIU to include, since I was unable to attend the scheduled meeting on March 1, 2025.

March 12, 2025 – Met with Joey Dienberg and NIU graduate student, Lucas, to discuss local government experiences as he may have an interest in pursuing that as an occupation.

March 19, 2025 – Attended and led Village Board meeting.

March 19, 2025 – Attended and led Committee of the Whole (C.O.W.) meeting

Treasurer's Report

April 16, 2025
Board Meeting

Cash Reports

Section 1: Cash Balances as of March 2025
Monthly Cash Flow Report March 2025
Credit Card February 2025 Recap
Bank Reconciliations March 2025

Budget Details

Section 2: Revenue & Expenditures Report – March 2025

Line-Item Transfers

Section 3: Proposed Line-Item Transfers – None

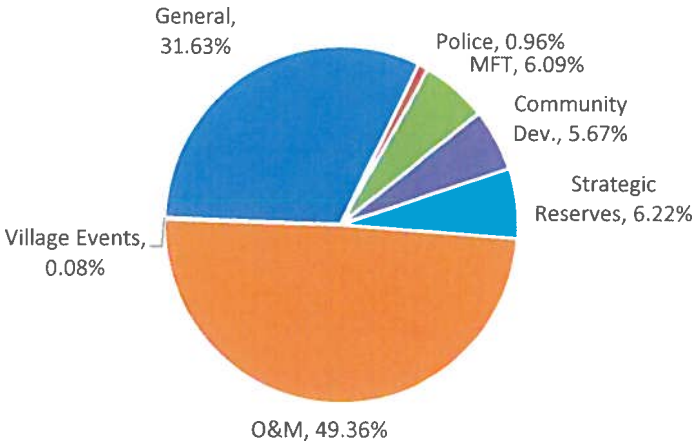
Construction in Progress & other Tracking

Section 4: Large Purchase Tracking – Not Available Yet
Grant Tracking
Village Debt
Village Revenue

CASH REPORTS

Cash Balances as of March 31, 2025
Monthly Cash Flow Report as of March 31, 2025
Bank Reconciliations March 31, 2025
Credit Card Statement Recap February 2025

Cash Balances
March 2025



General Fund		**Ending Balance**
First National Bank	$	49,486.46
Illinois National Bank	$	930.25
Illinois Funds - General	$	1,774,808.01
General subtotal	$	1,825,224.72
Police		
Illinois Funds-Police	$	54,476.77
Illinois National Bank	$	776.88
General subtotal	$	55,253.65
Motor Fuel Tax Fund		
First National Bank	$	19,208.94
Illinois Funds	$	332,117.88
General subtotal	$	351,326.82
Community Development Fund		
First National Bank	$	326,979.95
Strategic Reserves		
Illinois Funds	$	357,652.00
First National	$	1,000.00
General subtotal	$	358,652.00
Operations and Maintenance		
First National Bank	$	175,694.62
First National Holding	$	250,000.00
Illinois National Bank	$	1,000.00
Illinois Funds	$	2,421,538.18
General subtotal	$	2,848,232.80
Village Events (4th of July)		
First National Bank	$	4,800.62
Cash subtotals	$	5,770,470.56
Grand Total	**$**	**5,770,470.56**

VILLAGE OF WINNEBAGO

CASH FLOW REPORT

March 2025

Fund #	Fund Name	Total Beginning Fund Balance	MTD Cash Revenue	MTD Cash Expenses	Total Mar 31	Monthly Net Change Due to Accrual Dates	Ending Balance	Board Approved/ Obligated	Available Funds
01	General	$1,906,562.04	110,110.21	(117,635.00)	1,899,037.25	(17,967.30)	1,881,069.95	(124,047.12)	1,757,022.83
15	MFT	$342,883.58	12,463.24	-	355,346.82	(4,020.00)	351,326.82	(17,097.74)	338,249.08
17	Community Development	$314,500.27	26,198.73	(8,148.39)	332,550.61	(5,570.66)	326,979.95	(16,500.00)	310,479.95
24	Strategic Reserves	$357,310.21	1,341.79	-	358,652.00	-	358,652.00		349,752.01
51	RRWRD Escrow	$250,000.00	-	-	250,000.00	-	250,000.00		250,000.00
51	Operations & Maint	$2,517,629.37	170,833.96	(61,279.90)	2,627,183.43	(28,589.56)	2,598,593.87	-	2,598,593.87
90	Village Events (4th of July)	$4,535.59	265.03	-	4,800.62	-	4,800.62		4,800.62
		$5,693,421.06	**321,212.96**	**(187,063.29)**	**5,827,570.73**	**(56,147.52)**	**5,771,423.21**	**(157,644.86)**	**5,608,898.36**

BANK RECONCILIATION

March 2025

	Fund 99	Fund 01	Fund 01	Fund 15	Fund 17	Fund 24	Fund 51 (incl acct 1165)	Fund 90	
	Disbursing	**General**	**Police**	**MFT**	**Comm Dev**	**Stategic Reserve**	**O & M**	**4th of July**	
Bank Balances:									
First National Bank	37,744.41	49,486.46		19,208.94	326,979.95	1,000.00	175,694.62	4,800.62	
Illinois Funds		1,774,808.01	54,476.77	332,117.88		357,652.00	2,421,538.18		
EPAY (INB)		930.25	776.88				1,000.00		
O & M Holding Account -							250,000.00		
Subtotals	37,744.41	1,825,224.72	55,253.65	351,326.82	326,979.95	358,652.00	2,848,232.80	4,800.62	
Bank Adjustments:									
Disbursing Interest - Feb Interest	(138.71)	138.71							Trans in Mar
Deposit in Transit 03/18/25 Ticket #WC25-000099		(25.00)	25.00						Cash Transfer 04/03/25
Deposit in Transit 03/31/25 Overdraft Fee	34.50	(34.50)							Cash Transfer 04/03/25
Overdraft Fees Bank Reversed in Apr	69.00								
Deposit in Transit Rock39		582.09					(582.09)		Cash Transfer 04/01/25
IMRF Fracitons Mar Pd in Apr	**(0.01)**	**0.01**							Cash Transfer 04/07/25
Four Rivers Outstanding									
IVR Payment - Deposit in Transit							477.67		
Mars Payments - Deposits in Transit							148.95		
Web Payments - Deposits in Transit							316.58		
Outstanding Checks - Prior Year	(50.00)								
Outstanding Checks - August - Bruning	(5.78)								
Outstanding Checks Nov Rockfrod IT	(1,681.98)								
Outstanding Checks Mar	(35,971.43)								
	-	1,825,886.03	55,278.65	351,326.82	326,979.95	358,652.00	2,848,593.91	4,800.62	
General Ledger Beginning Balance	-	1,825,886.03	55,278.65	351,326.82	326,979.95	358,652.00	2,848,593.91	4,800.62	
G/L Adjustments:									
G/L Final Adjusted Balance	-	1,825,886.03	**55,278.65**	**351,326.82**	**326,979.95**	**358,652.00**	**2,848,593.91**	**4,800.62**	
Discrepencies	-	-	-	-	-	-	-	-	

CARDMEMBER SERVICES COMMUNITY CARD Monthly Activity

Acct: **7296
2/04/2025- 3/03/2025

Rewards Balance: $ -

Date	Invoice	Account	Description	Total Invoice	RECEIPT & Signature
Kellie Symonds					
2/5/2025	USPS	51-44-551	CERTIFIED LETTER TO R. TERRY	$ 9.68	X
2/6/2025	ADOBE	01-41-593	ACROBAT PRO	$ 101.96	X
2/8/2025	AMAZON	51-44-659	INK CARTRIDGES C. INSKO	$ 119.78	
2/11/2025	USPS	51-44-551	CERTIFIED LETTERS/FIRST CLASS MAIL	$ 39.09	X
2/12/2025	GOTOMEETING	01-41-593	MONTHLY CHARGE	$ 74.03	X
2/17/2025	MICROSOFT	01-41-593	AZURE INFO PROTECT	$ 20.00	X
2/17/2025	MICROSOFT	01-41-593	EXCHANGE ONLINE	$ 36.00	X
2/16/2025	MICROSOFT	01-41-593	MICROSOFT 365	$ 26.92	X
2/16/2025	MICROSOFT	01-41-593	OFFICE 365	$ 75.04	X
2/17/2025	MICROSOFT	01-41-593	ONLINE SERVICES	$ 6.00	X
2/17/2025	MICROSOFT	01-41-593	SUBSCRIPTION CHARGE	$ 339.85	X
2/18/2025	USPS	51-44-551	CERTIFIED FIRST CLASS	$ 13.03	X
2/19/2025	USPS	17-47-658	VACANT PROPERTY REGISTRATION LETTERS	$ 12.39	X
2/19/2025	SP TABLECLOTHSFACTOR	01-41-659	TABLE CLOTHS- NAVY BLUE AND BLACK	$ 21.01	X
			Total	$ 894.78	
Jeff White					
2/11/2025	BOVES AUTO & TRUCK	01-43-520	OIL CHANGE, REPLACE AIR FILTER	$ 188.11	X
2/14/2025	WPSG, INC.	01-43-470	BADGE: HAFF	$ 347.60	X
			Total	$ 535.71	
Chad Insko					
2/4/2025	BEST BUY	51-44-659	INK COMBO 3PK	$ 154.40	X
2/6/2025	PAYPAL* ILLINOISRUR	51-44-561	IL RURAL WATER ASSOCIATION 2025 ATC	$ 570.00	X
2/18/2025	PHILLIPS 66- JACK FLA	51-44-655	JACK FLASH KELLER-FUEL	$ 47.56	X
2/20/2025	FUEL MART 787	51-44-655	FUEL	$ 50.35	
2/21/2025	WWW.APWA.NET	51-44-561	DUES APWA (AMERICAN PUBLIC WORKS ASSOC.)	$ 245.00	X
2/26/2025	HARBOR FREIGHT	01-42-830	20T AIR/HYD BOTTLE JACK, HITCH	$ 258.96	X
			Total	$ 1,326.27	
Joseph Dienberg					
2/21/2025	PORTILLOS HOT DOG	01-41-658	CC USAGE IN ERROR JE #7209	$ 14.68	X
2/26/2025	OPENAI CHATGPT SUBSCRIPT	01-41-593	MONTHLY SUBSCRIPTION	$ 20.00	
2/28/2025	PINNON'S MEAT MARKET	17-47-912	STRATEGIC PLANNING MEETING CATERING	$ 363.92	X
			Total	$ 398.60	

Combined Total $ 3,155.36

BUDGET DETAILS

Revenue & Expenditures Report
as of March 31, 2025

25.00% OF FISCAL YEAR

		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
FUND- 01 -GENERAL FUND						
REVENUES						
01-300	CORPORATE TAX W/C	232,986.00	0.00	459.62	0.20	232,526.38
01-303	AUDIT TAX W/C	300.00	0.00	0.63	0.21	299.37
01-304	POLICE TAX W/C	298,654.00	0.00	548.30	0.18	298,105.70
01-305	IMRF W/C TAX	300.00	0.00	0.63	0.21	299.37
01-306	REVENUE RECAPTURE	1,587.00	0.00	2.39	0.15	1,584.61
01-308	TORT JUDGEMENT-LIAB INS W/C	300.00	0.00	0.63	0.21	299.37
01-309	ROAD BRIDGE TRANSFER IN W/C	13,500.00	0.00	0.00	0.00	13,500.00
01-315	COM ED UTILITY TAX	105,575.00	2,758.34	21,183.11	20.06	84,391.89
01-328	HEAVY LOAD PERMITS	470.00	0.00	0.00	0.00	470.00
01-341	INCOME TAX/LGDF	499,000.00	28,161.24	125,776.38	25.21	373,223.62
01-342	PPRT - REPLACEMENT TAX	32,000.00	1,935.85	6,634.16	20.73	25,365.84
01-343	IGA WHS RESOURCE OFFICER	97,000.00	0.00	24,442.33	25.20	72,557.67
01-344	POLICE GRANTS	15,686.00	491.00	491.00	3.13	15,195.00
01-345	SALES & RELATED TAX /MT	570,000.00	52,290.86	163,399.21	28.67	406,600.79
01-346	CANNABIS	4,800.00	396.63	1,198.72	24.97	3,601.28
01-347	POLICE TRAINING/CONF REIMBURS	0.00	0.00	0.00	0.00	0.00
01-348	POLICE SALARY REIMBRSMNT ILEAS	0.00	0.00	0.00	0.00	0.00
01-349	LOCAL USE TAX	110,000.00	11,912.91	26,835.49	24.40	83,164.51
01-350	POLICE ADMIN. TOWING FINES	6,500.00	0.00	500.00	7.69	6,000.00
01-351	POLICE FINES	9,300.00	1,040.22	2,427.59	26.10	6,872.41
01-353	DUI FINES/SPEC VEHICLE	2,200.00	10.00	34.00	1.55	2,166.00
01-370	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
01-371	GRANTS	0.00	0.00	0.00	0.00	0.00
01-375	ROCK 39 ADMIN	6,800.00	1,164.18	2,292.26	33.71	4,507.74
01-381	INTEREST	86,000.00	7,388.12	21,976.52	25.55	64,023.48
01-382	VERIZON WATER TOWER RENT	4,950.00	412.50	1,237.50	25.00	3,712.50
01-385	VEHICLE/EQUIPMENT SALES	0.00	0.00	0.00	0.00	0.00
01-388	MISC INCOME	100.00	0.00	24.68	24.68	75.32
01-389	EXCISE TAX	27,000.00	2,148.36	6,240.84	23.11	20,759.16
01-399	TRANSFER IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		2,125,008.00	110,110.21	405,705.99	19.09	1,719,302.01
EXPENDITURES						
GENERAL ADMINISTRATIVE						
01-41-421	OFFICE SALARIES	36,500.00	2,835.29	8,333.14	22.83	28,166.86
01-41-426	DEPUTY CLERK	41,000.00	3,174.27	9,860.28	24.05	31,139.72
01-41-427	TREASURER	54,600.00	4,200.00	12,500.00	22.89	42,100.00

25.00% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
01-41-429 VILLAGE ADMINISTRATOR	31,563.00	4,032.84	8,735.68	27.68	22,827.32
01-41-431 ELECTED OFFICIALS	33,600.00	2,233.33	6,699.99	19.94	26,900.01
01-41-451 HEALTH INSURANCE	9,391.85	737.29	2,334.75	24.86	7,057.10
01-41-452 HEALTH INS. DEDUCTIBLE REIMBUR	2,000.00	0.00	0.00	0.00	2,000.00
01-41-453 IDES/UNEMPLOYMENT INSURANCE	400.00	243.14	243.14	60.79	156.86
01-41-461 ADM SOCIAL SECURITY	12,500.00	1,021.50	2,860.02	22.88	9,639.98
01-41-463 ADM MEDICARE	3,000.00	238.92	668.95	22.30	2,331.05
01-41-465 IMRF BENEFITS	14,000.00	1,192.12	3,300.21	23.57	10,699.79
01-41-512 OFFICE & COMPUTER EQUIPMENT	8,000.00	0.00	0.00	0.00	8,000.00
01-41-521 GEOGRAPHIC INFO SYSTEM	900.00	0.00	198.15	22.02	701.85
01-41-529 IT SERVICES	14,100.00	327.00	921.00	6.53	13,179.00
01-41-530 PROFESSIONAL SERVICES	14,000.00	0.00	0.00	0.00	14,000.00
01-41-531 AUDIT	28,700.00	0.00	0.00	0.00	28,700.00
01-41-532 ENGINEERING	6,200.00	0.00	417.50	6.73	5,782.50
01-41-533 LEGAL	27,500.00	0.00	0.00	0.00	27,500.00
01-41-551 POSTAGE	875.00	21.17	28.31	3.24	846.69
01-41-552 TELEPHONE & INTERNET	4,100.00	235.97	925.56	22.57	3,174.44
01-41-554 PUBLISHING/ADVERTISMENTS	1,100.00	0.00	109.25	9.93	990.75
01-41-560 EMPLOYEE WELFARE	750.00	0.00	0.00	0.00	750.00
01-41-561 PROFESSIONAL ASSOC/MEMBERSHIP	2,285.00	100.00	132.95	5.82	2,152.05
01-41-562 TRAVEL EXPENSES	1,000.00	0.00	30.49	3.05	969.51
01-41-563 TRAINING/TUITION	2,610.00	0.00	0.00	0.00	2,610.00
01-41-564 CONFERENCES	9,460.00	0.00	327.50	3.46	9,132.50
01-41-565 VILLAGE WEBSITE	8,400.00	0.00	8,365.78	99.59	34.22
01-41-566 CODIFICATION OF ORDINANCES	25,000.00	0.00	0.00	0.00	25,000.00
01-41-593 EQUIP/SOFTWARE MAINT/LEASE	29,000.00	949.94	6,184.72	21.33	22,815.28
01-41-594 RISK MANAGMENT DUES/FEES	9,900.00	0.00	0.00	0.00	9,900.00
01-41-595 IML RISK MNG CLAIMS HAIL 2020	0.00	0.00	0.00	0.00	0.00
01-41-653 BUILDING WATER USAGE	400.00	28.47	93.42	23.36	306.58
01-41-658 MISC. EXPENSES	300.00	14.68	14.68	4.89	285.32
01-41-659 OFFICE EXPENSE	8,000.00	91.44	388.74	4.86	7,611.26
01-41-660 PRINTING	500.00	0.00	351.36	70.27	148.64
01-41-661 OFFICE MAINTENANCE	6,000.00	329.99	841.87	14.03	5,158.13
01-41-702 PROPERTY TAX REFUNDS	950.00	0.00	0.00	0.00	950.00
01-41-831 LARGE EQUIP. PURCHASE-FIXED AS	0.00	0.00	0.00	0.00	0.00
01-41-832 CONTINGENCY	11,050.51	0.00	0.00	0.00	11,050.51
01-41-833 EQUIPMENT SINKING FUND	0.00	0.00	0.00	0.00	0.00
01-41-950 BANK FEES/CHARGES	300.00	44.38	64.10	21.37	235.90
01-41-959 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
TOTAL GENERAL ADMINISTRATIVE	459,935.36	22,051.74	74,931.54	16.29	385,003.82
STREET DEPARTMENT					
01-42-422 PUBLIC WORKS ASSISTANT	0.00	0.00	0.00	0.00	0.00
01-42-423 PART-TIME WAGES	3,500.00	0.00	0.00	0.00	3,500.00
01-42-424 SUPERVISOR STREETS/FLEETS	69,498.91	5,346.08	15,910.95	22.89	53,587.96
01-42-428 PUBLIC WORKS WAGES	104,500.00	7,764.66	23,454.25	22.44	81,045.75
01-42-451 HEALTH INSURANCE	20,836.92	1,736.40	5,167.52	24.80	15,669.40
01-42-452 HEALTH INS. DEDUCTIBLE REIMBUR	3,000.00	0.00	0.00	0.00	3,000.00
01-42-453 IDES/UNEMPLOYMENT INSURANCE	375.00	233.50	233.50	62.27	141.50
01-42-461 ADM SOCIAL SECURITY	11,225.00	812.89	2,440.69	21.74	8,784.31

25.00% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
01-42-463 ADM MEDICARE	2,700.00	190.11	570.83	21.14	2,129.17
01-42-465 IMRF BENEFITS	14,750.00	1,097.38	3,294.90	22.34	11,455.10
01-42-470 UNIFORMS	1,500.00	290.00	290.00	19.33	1,210.00
01-42-511 MAINT. SERVICE-BUILDING	20,000.00	343.93	1,363.96	6.82	18,636.04
01-42-512 OFFICE & COMPUTER EQUIPMENT	2,250.00	0.00	0.00	0.00	2,250.00
01-42-513 MAINT. SERVICE-VEHICLES	15,000.00	0.00	1,603.99	10.69	13,396.01
01-42-514 MAINT. SERVICE-STREET	100,500.00	5,011.31	11,839.55	11.78	88,660.45
01-42-515 MAINT. SERVICE-SIDEWALKS	50,000.00	0.00	0.00	0.00	50,000.00
01-42-518 MAINT. SERVICE -EQUIPMENT	20,000.00	1,211.77	4,215.01	21.08	15,784.99
01-42-520 STREET PROJECT	240,000.00	0.00	0.00	0.00	240,000.00
01-42-521 GEOGRAPHIC INF SYS	1,000.00	0.00	198.15	19.82	801.85
01-42-529 IT SERVICES	500.00	0.00	0.00	0.00	500.00
01-42-530 PROFESSIONAL SERVICES	1,000.00	0.00	454.05	45.41	545.95
01-42-532 ENGINEERING	24,000.00	0.00	551.25	2.30	23,448.75
01-42-535 TREE REMOVAL/TRIMMING	8,000.00	0.00	0.00	0.00	8,000.00
01-42-552 TELEPHONE & INTERNET	4,500.00	292.11	1,030.13	22.89	3,469.87
01-42-576 COM ED / STREET LIGHTS	42,000.00	3,772.29	11,229.14	26.74	30,770.86
01-42-593 EQUIP/SOFTWARE MAINT/LEASE	0.00	0.00	0.00	0.00	0.00
01-42-594 RISK MANAGMENT DUES FEES	13,200.00	0.00	0.00	0.00	13,200.00
01-42-599 STORM WATER MAINTENANCE	9,500.00	0.00	0.00	0.00	9,500.00
01-42-651 OPERATING SUPPLIES/MISC. EXPEN	5,000.00	693.30	1,723.51	34.47	3,276.49
01-42-655 FUEL/GREASE/OIL	17,000.00	984.23	3,035.62	17.86	13,964.38
01-42-659 OFFICE EXPENSE	350.00	146.37	227.20	64.91	122.80
01-42-830 SMALL EQUIP. PURCHASE OR RENTA	5,000.00	258.96	258.96	5.18	4,741.04
01-42-831 LARGE EQUIP. PURCHASE-FIXED AS	80,000.00	0.00	0.00	0.00	80,000.00
01-42-832 EQUIPMENT SINKING FUND	0.00	0.00	0.00	0.00	0.00
01-42-833 STREET SINKING FUND	0.00	0.00	0.00	0.00	0.00
01-42-959 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
TOTAL STREET DEPARTMENT	890,685.83	30,185.29	89,093.16	10.00	801,592.67
POLICE					
01-43-421 OFFICE SALARIES	0.00	0.00	0.00	0.00	0.00
01-43-422 POLICE CHIEF	109,000.00	8,382.40	24,947.58	22.89	84,052.42
01-43-423 PART-TIME OFFICERS	12,600.00	0.00	1,099.75	8.73	11,500.25
01-43-424 FULL-TIME OFFICERS	353,948.05	27,305.88	83,441.37	23.57	270,506.68
01-43-425 POLICE OVERTIME	18,000.00	1,007.10	2,852.20	15.85	15,147.80
01-43-427 SCHOOL RESOURCE OFFICER	81,158.00	6,083.60	18,267.34	22.51	62,890.66
01-43-451 HEALTH INSURANCE	117,315.76	9,848.22	29,059.63	24.77	88,256.13
01-43-452 HEALTH INS. DEDUCTIBLE REIMBUR	3,000.00	0.00	0.00	0.00	3,000.00
01-43-453 IDES/UNEMPLOYMENT INSURANCE	850.00	738.84	738.84	86.92	111.16
01-43-461 ADM SOCIAL SECURITY	35,600.00	2,652.29	8,097.73	22.75	27,502.27
01-43-463 ADM MEDICARE	8,200.00	620.30	1,893.81	23.10	6,306.19
01-43-465 IMRF BENEFITS	47,000.00	3,580.58	10,839.85	23.06	36,160.15
01-43-470 QUARTERMASTER/UNIFORMS	6,500.00	664.65	853.55	13.13	5,646.45
01-43-471 VESTS	1,000.00	0.00	0.00	0.00	1,000.00
01-43-512 OFFICE & COMPUTER EQUIPMENT	11,600.00	0.00	0.00	0.00	11,600.00
01-43-513 IGA-RECORDS MANAGEMENT SFTWRE	5,434.00	0.00	0.00	0.00	5,434.00
01-43-514 A/V COMMUNICATIONS	22,800.00	0.00	5,904.00	25.89	16,896.00
01-43-516 POLICE GARAGE MAINTENANCE	2,000.00	105.17	345.14	17.26	1,654.86
01-43-520 SQUAD CAR MAINTENANCE (ALL)	10,000.00	2,173.21	2,824.91	28.25	7,175.09

25.00% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
01-43-521 GEOGRAPHIC INFO SYSTEM	400.00	0.00	99.08	24.77	300.92
01-43-523 SQD 120 MAINTENANCE	0.00	0.00	0.00	0.00	0.00
01-43-525 SQD 117 MAINTENANCE	0.00	0.00	0.00	0.00	0.00
01-43-529 IT SERVICES	750.00	0.00	75.00	10.00	675.00
01-43-530 PROFESSIONAL SERVICES	1,700.00	0.00	0.00	0.00	1,700.00
01-43-531 911 DISPATCH SERVICES	20,250.00	0.00	4,999.93	24.69	15,250.07
01-43-533 LEGAL	12,000.00	347.50	520.50	4.34	11,479.50
01-43-534 LEXIPOL	5,200.00	0.00	0.00	0.00	5,200.00
01-43-540 NEW HIRE PHYSICAL/PSYCH EXAMS	1,300.00	0.00	0.00	0.00	1,300.00
01-43-551 POSTAGE	250.00	0.00	9.68	3.87	240.32
01-43-552 TELEPHONE & INTERNET	3,625.00	209.54	846.27	23.35	2,778.73
01-43-553 CELL PHONES	4,200.00	343.98	1,032.11	24.57	3,167.89
01-43-561 PROFESSIONAL ASSOC/MEMBERSHIP	550.00	50.00	50.00	9.09	500.00
01-43-562 TRAVEL EXPENSES	350.00	0.00	0.00	0.00	350.00
01-43-563 TRAINING/TUITION	8,000.00	0.00	356.31	4.45	7,643.69
01-43-593 EQUIP/SOFTWARE MAINT/LEASE	7,100.00	83.38	916.01	12.90	6,183.99
01-43-594 RISK MANAGEMENT DUES/FEES	31,000.00	0.00	0.00	0.00	31,000.00
01-43-653 POLICE GARAGE WATER USAGE	400.00	0.00	0.00	0.00	400.00
01-43-655 FUEL/GREASE/OIL	18,000.00	1,191.23	3,998.60	22.21	14,001.40
01-43-658 MISC. EXPENSES	2,000.00	0.00	20.00	1.00	1,980.00
01-43-659 OFFICE EXPENSE	300.00	0.00	0.00	0.00	300.00
01-43-660 PRINTING	300.00	0.00	32.60	10.87	267.40
01-43-830 SMALL EQUIP. PURCH OR RENTAL	30,586.00	0.00	891.94	2.92	29,694.06
01-43-831 LARGE EQUIP. PURCH-FIXED ASSET	65,000.00	0.00	0.00	0.00	65,000.00
01-43-832 EQUIPMENT SINKING FUND	0.00	0.00	0.00	0.00	0.00
01-43-950 BANK FEES/CHARGES	120.00	10.10	29.88	24.90	90.12
01-43-953 GRANTS	0.00	0.00	0.00	0.00	0.00
01-43-959 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
TOTAL POLICE	1,059,386.81	65,397.97	205,043.61	19.35	854,343.20
TOTAL EXPENDITURES	2,410,008.00	117,635.00	369,068.31	15.31	2,040,939.69
REVENUES OVER/(UNDER) EXPENDITURES	(285,000.00)	(7,524.79)	36,637.68		(321,637.68)

FUND- 15 -MFT FUND

REVENUES

15-343	MOTOR FUEL TAX	66,238.20	5,462.17	16,144.43	24.37	50,093.77
15-346	TRANSPORTATION RENEWAL FUND	61,945.80	5,699.90	16,827.62	27.17	45,118.18
15-350	REBUILD IL BOND FUND GRANT	0.00	0.00	0.00	0.00	0.00
15-381	INTEREST	16,000.00	1,301.17	3,747.60	23.42	12,252.40
15-399	TRANSFER IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		144,184.00	12,463.24	36,719.65	25.47	107,464.35

25.00% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
EXPENDITURES					
MFT					
15-46-501 MISC EXPENSE	0.00	0.00	0.00	0.00	0.00
15-46-502 ENGINEERING - MFT	66,605.78	0.00	4,221.50	6.34	62,384.28
15-46-576 COM ED **	0.00	0.00	0.00	0.00	0.00
15-46-850 MFT ROAD PROJECT	383,394.22	0.00	0.00	0.00	383,394.22
15-46-950 BANK FEES/CHARGES	0.00	0.00	0.00	0.00	0.00
TOTAL MFT	450,000.00	0.00	4,221.50	0.94	445,778.50
TOTAL EXPENDITURES	450,000.00	0.00	4,221.50	0.94	445,778.50
REVENUES OVER/(UNDER) EXPENDITURES	(305,816.00)	12,463.24	32,498.15		(338,314.15)
FUND- 17 -COMMUNITY DEV FUND					
REVENUES					
17-307 DEVELOPMENT ESCROW	40,000.00	5,000.00	5,000.00	12.50	35,000.00
17-329 PERMITS/INSPECTION FEES	20,000.00	12,052.92	12,212.92	61.06	7,787.08
17-330 CODE ENFORCEMENT FINES	0.00	0.00	0.00	0.00	0.00
17-371 GRANTS	0.00	0.00	0.00	0.00	0.00
17-381 INTEREST	13,000.00	1,013.03	2,878.46	22.14	10,121.54
17-382 VERIZON WATER TOWER RENT	9,900.00	825.00	2,475.00	25.00	7,425.00
17-385 LIGHTED DIAMOND FEES	0.00	0.00	0.00	0.00	0.00
17-386 UTV REGISTRATION FEES	0.00	0.00	0.00	0.00	0.00
17-387 FRANCHISE FEES	16,000.00	0.00	3,490.59	21.82	12,509.41
17-388 MISC INCOME	1,800.00	1,200.00	3,791.00	210.61	(1,991.00)
17-389 EXCISE TAX	4,800.00	429.67	1,248.16	26.00	3,551.84
17-390 LIQUOR LICENSE FEES	14,250.00	0.00	0.00	0.00	14,250.00
17-391 GAMING LICENSE FEE	20.00	0.00	30.00	150.00	(10.00)
17-392 VIDEO GAMING	90,000.00	5,678.11	21,710.95	24.12	68,289.05
17-399 TRANSFER IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	209,770.00	26,198.73	52,837.08	25.19	156,932.92
EXPENDITURES					

25.00% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
COMMUNITY DEVELOPMENT					
17-47-421 OFFICE SALARIES	16,329.62	372.25	1,162.91	7.12	15,166.71
17-47-422 CODE ENFORCEMENT OFFICER	12,480.00	960.00	2,880.00	23.08	9,600.00
17-47-423 BUILDING INSPECTOR	13,000.00	1,000.00	3,000.00	23.08	10,000.00
17-47-424 ELECTRICAL INSPECTOR	4,500.00	375.00	1,125.00	25.00	3,375.00
17-47-429 VILLAGE ADMINISTRATOR	31,500.00	4,031.66	8,733.13	27.72	22,766.87
17-47-450 CODE ENFORCEMENT FINE COSTS	1,500.00	0.00	0.00	0.00	1,500.00
17-47-451 HEALTH INSURANCE	300.00	16.14	48.44	16.15	251.56
17-47-452 HEALTH INS. DEDUCTIBLE REIMBUR	2,000.00	0.00	0.00	0.00	2,000.00
17-47-453 IDES/UNEMPLOYMENT INSURANCE	200.00	47.94	47.94	23.97	152.06
17-47-461 ADM SOCIAL SECURITY	3,300.00	286.13	650.41	19.71	2,649.59
17-47-463 ADM MEDICARE	775.00	66.92	152.13	19.63	622.87
17-47-465 IMRF BENEFITS	3,300.00	354.89	783.90	23.75	2,516.10
17-47-512 OFFICE & COMPUTER EQUIPMENT	500.00	0.00	0.00	0.00	500.00
17-47-529 IT SERVICES	350.00	0.00	0.00	0.00	350.00
17-47-530 PROFESSIONAL SERVICES	3,000.00	0.00	872.06	29.07	2,127.94
17-47-532 ENGINEERING	5,000.00	0.00	2,629.75	52.60	2,370.25
17-47-533 LEGAL	13,000.00	0.00	0.00	0.00	13,000.00
17-47-561 PROFESSIONAL ASSOC/MEMBERSHIPS	4,000.00	0.00	821.00	20.53	3,179.00
17-47-576 COM ED **	900.00	0.00	41.78	4.64	858.22
17-47-593 EQUIP/SOFTWARE MAINT/LEASE	3,800.00	0.00	1,125.00	29.61	2,675.00
17-47-658 MISC. EXPENSES	2,200.00	12.39	12.39	0.56	2,187.61
17-47-659 OFFICE SUPPLIES	300.00	0.00	0.00	0.00	300.00
17-47-660 PRINTING	1,200.00	0.00	66.00	5.50	1,134.00
17-47-701 COMMUNITY DEVELOPMENT	13,000.00	0.00	0.00	0.00	13,000.00
17-47-800 MAINTENANCE SERVICE PARKS	3,425.00	0.00	0.00	0.00	3,425.00
17-47-832 PARK EQUIPMENT SINKING FUND	0.00	0.00	0.00	0.00	0.00
17-47-900 PRESIDENTIAL CONTINGENCY	1,200.00	0.00	0.00	0.00	1,200.00
17-47-911 COMMUNITY EXPENSES	5,000.00	0.00	17.00	0.34	4,983.00
17-47-912 COMMUNITY PROJECTS	4,000.00	363.92	363.92	9.10	3,636.08
17-47-950 BANK FEES/CHARGES	2,400.00	261.15	1,004.45	41.85	1,395.55
17-47-953 GRANTS	0.00	0.00	0.00	0.00	0.00
17-47-959 TRANSFER OUT	15,000.00	0.00	0.00	0.00	15,000.00
17-47-998 DEVELOPMENT ESCROW REFUND	40,000.00	0.00	0.00	0.00	40,000.00
TOTAL COMMUNITY DEVELOPMENT	207,459.62	8,148.39	25,537.21	12.31	181,922.41
TOTAL EXPENDITURES	207,459.62	8,148.39	25,537.21	12.31	181,922.41
REVENUES OVER/(UNDER) EXPENDITURES	2,310.38	18,050.34	27,299.87		(24,989.49)

25.00% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
FUND- 19 -MFT WINNEBAGO RD PROJ					
EXPENDITURES					
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	0.00		0.00
FUND- 24 -STRATEGIC RESERVE CAPITAL					
REVENUES					
24-381 INTEREST	17,750.00	1,341.79	3,988.88	22.47	13,761.12
24-399 TRANSFER IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	17,750.00	1,341.79	3,988.88	22.47	13,761.12
EXPENDITURES					
STRATEGIC RESERVES					
24-45-530 PROFESSIONAL FEES	30,000.00	0.00	9,000.00	30.00	21,000.00
24-45-950 BANK FEES/CHARGES	0.00	0.00	0.00	0.00	0.00
24-45-959 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
TOTAL STRATEGIC RESERVES	30,000.00	0.00	9,000.00	30.00	21,000.00
TOTAL EXPENDITURES	30,000.00	0.00	9,000.00	30.00	21,000.00
REVENUES OVER/(UNDER) EXPENDITURES	(12,250.00)	1,341.79	(5,011.12)		(7,238.88)

25.00% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
FUND- 41 -SWEEP (FORMER GO BOND)					
REVENUES					
41-305 GO BOND TAX W/C	0.00	0.00	0.00	0.00	0.00
41-381 INTEREST	0.00	0.00	0.00	0.00	0.00
41-385 AMERICAN RESCUE PLAN	0.00	0.00	0.00	0.00	0.00
41-388 MISC INCOME	0.00	0.00	0.00	0.00	0.00
41-399 TRANSFER IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	0.00	0.00	0.00	0.00	0.00
EXPENDITURES					
BOND - O & M					
41-44-959 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
TOTAL BOND - O & M	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	0.00		0.00
FUND- 51 -OPERATION & MAINTENANCE					
REVENUES					
51-344 GRANTS	0.00	0.00	0.00	0.00	0.00
51-345 SALES TAX (1%)	425,000.00	39,316.46	122,426.61	28.81	302,573.39
51-361 WATER SALES	323,000.00	23,846.49	79,506.53	24.62	243,493.47
51-362 CAPITAL CHARGES	475,000.00	34,925.19	119,392.70	25.14	355,607.30
51-363 GARBAGE CHARGES	235,069.20	19,924.40	58,840.04	25.03	176,229.16
51-364 PRE-PAID WATER/SEWER	700.00	347.00	156.23	22.32	543.77
51-365 WATER FIXED ADMIN CHARGES	195,208.00	16,371.38	47,945.69	24.56	147,262.31
51-367 WATER HOOK-UP FEE	0.00	0.00	0.00	0.00	0.00
51-368 SEWER HOOK-UP FEE	0.00	0.00	0.00	0.00	0.00
51-373 ROCK 39 EQUIPMENT	5,000.00	0.00	0.00	0.00	5,000.00
51-374 ROCK 39 SALARY REIMBURSEMENT	64,300.56	11,059.70	21,776.46	33.87	42,524.10
51-375 ROCK 39 FUEL/MILEAGE REIMB.	13,536.96	2,328.36	4,584.52	33.87	8,952.44
51-376 RECAPTURE FEES	18,000.00	0.00	0.00	0.00	18,000.00

25.00% OF FISCAL YEAR

		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
51-381	INTEREST	90,000.00	9,422.94	27,320.67	30.36	62,679.33
51-382	VERIZON WATER TOWER RENT	4,950.00	412.50	1,237.50	25.00	3,712.50
51-385	VEHICLE/EQUIPMENT SALES	0.00	12,500.00	12,500.00	0.00	(12,500.00)
51-388	MISC INCOME	0.00	179.54	279.54	0.00	(279.54)
51-390	LOSS ON DISPOSAL OF ASSETS	0.00	0.00	0.00	0.00	0.00
51-393	METER SALES	0.00	0.00	0.00	0.00	0.00
51-395	UTIL INCOME/SHUT OFF NOTICE	1,500.00	200.00	400.00	26.67	1,100.00
51-399	TRANSFER IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		1,851,264.72	170,833.96	496,366.49	26.81	1,354,898.23
EXPENDITURES						
O & M						
51-44-421	OFFICE SALARIES	96,000.00	5,228.41	16,212.16	16.89	79,787.84
51-44-422	ROCK 39 SALARY	0.00	0.00	0.00	0.00	0.00
51-44-423	PART-TIME WAGES	7,200.00	0.00	0.00	0.00	7,200.00
51-44-425	METER READER/LAB ASSISTANT	0.00	0.00	0.00	0.00	0.00
51-44-426	DIRECTOR PUBLIC WORKS	81,727.61	6,286.80	18,710.68	22.89	63,016.93
51-44-428	PUBLIC WORKS WAGES	101,000.00	7,451.08	22,520.95	22.30	78,479.05
51-44-429	VILLAGE ADMINISTRATOR	31,468.50	4,031.66	8,733.13	27.75	22,735.37
51-44-451	HEALTH INSURANCE	13,852.48	1,116.75	3,422.66	24.71	10,429.82
51-44-452	HEALTH INS. DEDUCTIBLE REIMBUR	3,000.00	0.00	0.00	0.00	3,000.00
51-44-453	IDES/UNEMPLOYMENT INSURANCE	700.00	363.14	363.14	51.88	336.86
51-44-461	ADM SOCIAL SECURITY	20,000.00	1,334.42	3,806.90	19.03	16,193.10
51-44-463	ADM MEDICARE	4,650.00	312.07	890.29	19.15	3,759.71
51-44-465	IMRF BENEFITS	26,000.00	1,801.47	5,139.30	19.77	20,860.70
51-44-470	UNIFORMS	1,500.00	0.00	0.00	0.00	1,500.00
51-44-512	OFFICE & COMPUTER EQUIPMENT	5,000.00	0.00	2,338.44	46.77	2,661.56
51-44-519	MAINTENANCE SERVICE - EQUIPTME	35,000.00	0.00	0.00	0.00	35,000.00
51-44-521	GEOGRAPHIC INFO SYSTEMS	2,000.00	0.00	495.37	24.77	1,504.63
51-44-529	IT SERVICES	1,000.00	558.74	618.74	61.87	381.26
51-44-530	PROFESSIONAL SERVICES	750.00	0.00	0.00	0.00	750.00
51-44-531	SPECIAL AUDIT	0.00	0.00	0.00	0.00	0.00
51-44-532	ENGINEERING	128,000.00	0.00	15,765.00	12.32	112,235.00
51-44-533	CELLULAR METER MONTHLY FEES	14,500.00	1,177.05	3,525.45	24.31	10,974.55
51-44-534	LEGAL	2,000.00	0.00	0.00	0.00	2,000.00
51-44-540	PRE-EMPLOYMENT PHYSICAL	340.00	0.00	0.00	0.00	340.00
51-44-541	METER UPGRADE	10,000.00	0.00	0.00	0.00	10,000.00
51-44-542	WATER UPGRADE	750,000.00	0.00	0.00	0.00	750,000.00
51-44-543	ALARM SYS./TELEPHONE/INTERNET	7,500.00	482.62	1,825.90	24.35	5,674.10
51-44-544	IEPA LOAN -WATER TOWER	97,940.00	0.00	48,969.92	50.00	48,970.08
51-44-551	POSTAGE	11,000.00	61.80	2,674.10	24.31	8,325.90
51-44-552	CELL PHONES	2,400.00	184.89	554.67	23.11	1,845.33
51-44-554	PUBLISHING/ADVERTISMENTS	1,200.00	0.00	0.00	0.00	1,200.00
51-44-561	PROFESSIONAL ASSOC/MEMBERSHIPS	900.00	815.00	815.00	90.56	85.00

25.00% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
51-44-562 TRAVEL EXPENSES	300.00	0.00	0.00	0.00	300.00
51-44-563 TRAINING/TUITION	2,625.00	0.00	0.00	0.00	2,625.00
51-44-571 NI GAS / WELLS	2,400.00	0.00	643.90	26.83	1,756.10
51-44-573 GARBAGE	235,000.00	19,267.81	57,817.82	24.60	177,182.18
51-44-576 COM ED **	25,000.00	1,438.99	5,841.55	23.37	19,158.45
51-44-579 WATER ANALYSIS	4,250.00	225.00	1,838.20	43.25	2,411.80
51-44-580 EPA PERMIT FEES	2,000.00	0.00	0.00	0.00	2,000.00
51-44-593 EQUIP/SOFTWARE MAINT/LEASE	30,200.00	0.00	4,772.01	15.80	25,427.99
51-44-594 RISK MANAGEMENT DUES/FEES	19,132.00	0.00	0.00	0.00	19,132.00
51-44-651 OPERATING SUPPLIES/MISC. EXPEN	52,000.00	1,314.66	5,570.12	10.71	46,429.88
51-44-653 BUILDING WATER USAGE	1,250.00	76.13	228.79	18.30	1,021.21
51-44-654 WATER DEPOSIT REFUND EXPENSE	0.00	0.00	0.00	0.00	0.00
51-44-655 FUEL/GREASE/OIL	17,000.00	1,037.13	3,088.46	18.17	13,911.54
51-44-656 CHEMICALS	8,250.00	1,049.75	1,824.46	22.11	6,425.54
51-44-658 MISC EXPENSE	200.00	0.00	0.00	0.00	200.00
51-44-659 OFFICE EXPENSE	3,000.00	274.18	274.18	9.14	2,725.82
51-44-660 PRINTING	1,500.00	289.00	1,049.00	69.93	451.00
51-44-702 FOUR RIVERS SAN. AUTH. IGA	421,606.70	0.00	180,307.91	42.77	241,298.79
51-44-703 RECAPTURE FEES	18,000.00	0.00	0.00	0.00	18,000.00
51-44-829 ROCK 39 EQUIPMENT PURCHASES	5,000.00	0.00	0.00	0.00	5,000.00
51-44-830 SMALL EQUIP. PURCHASE OR RENTA	11,000.00	2,108.96	2,343.37	21.30	8,656.63
51-44-831 LARGE EQUIP. PURCHASE-FIXED AS	78,500.00	0.00	0.00	0.00	78,500.00
51-44-832 ASSETS CAPITALIZED	0.00	0.00	0.00	0.00	0.00
51-44-833 CONTINGENCY	1,647.43	0.00	0.00	0.00	1,647.43
51-44-834 EQUIPMENT SINKING FUND	0.00	0.00	0.00	0.00	0.00
51-44-950 BANK FEES/CHARGES	25,600.00	2,992.39	8,321.47	32.51	17,278.53
51-44-951 DEPRECIATION EXPENSE	260,000.00	0.00	0.00	0.00	260,000.00
51-44-953 GRANTS	0.00	0.00	0.00	0.00	0.00
51-44-959 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
51-44-999 SPECIAL ITEM EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL O & M	2,682,089.72	61,279.90	431,303.04	16.08	2,250,786.68
TOTAL EXPENDITURES	2,682,089.72	61,279.90	431,303.04	16.08	2,250,786.68
REVENUES OVER/(UNDER) EXPENDITURES	(830,825.00)	109,554.06	65,063.45		(895,888.45)
FUND- 90 -VILLAGE EVENTS					
REVENUES					
90-350 DONATIONS	2,500.00	0.00	0.00	0.00	2,500.00
90-351 FUNDRAISERS	0.00	0.00	0.00	0.00	0.00
90-352 MERCHANDISE SALES	0.00	0.00	0.00	0.00	0.00
90-353 FESTIVAL SALES	0.00	0.00	0.00	0.00	0.00
90-381 INTEREST	225.00	15.03	85.63	38.06	139.37
90-382 VENDOR FEES	0.00	0.00	0.00	0.00	0.00

25.00% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
90-386 UTV REGISTRATION FEES	1,350.00	250.00	850.00	62.96	500.00
90-387 SPONSOR ADS	0.00	0.00	0.00	0.00	0.00
90-388 MISC. INCOME	0.00	0.00	0.00	0.00	0.00
90-399 TRANSFER IN	15,000.00	0.00	0.00	0.00	15,000.00
TOTAL REVENUES	19,075.00	265.03	935.63	4.91	18,139.37
EXPENDITURES					
FOURTH OF JULY					
90-48-423 FESTIVAL LABOR	0.00	0.00	0.00	0.00	0.00
90-48-530 SECURITY	0.00	0.00	0.00	0.00	0.00
90-48-554 PUBLISHING/ADVERTISING	0.00	0.00	0.00	0.00	0.00
90-48-560 ENTERTAINMENT	0.00	0.00	0.00	0.00	0.00
90-48-572 MERCHANDISE	0.00	0.00	0.00	0.00	0.00
90-48-651 OPERATIONS/ MISC SUPPLIES	0.00	0.00	0.00	0.00	0.00
90-48-655 CONCESSIONS	0.00	0.00	0.00	0.00	0.00
90-48-658 MISC EXPENSES	150.00	0.00	0.00	0.00	150.00
90-48-915 VENDOR TICKET SALES	0.00	0.00	0.00	0.00	0.00
90-48-916 FIREWORKS	18,100.00	100.00	9,225.00	50.97	8,875.00
TOTAL FOURTH OF JULY	18,250.00	100.00	9,225.00	50.55	9,025.00
TOTAL EXPENDITURES	18,250.00	100.00	9,225.00	50.55	9,025.00
REVENUES OVER/(UNDER) EXPENDITURES	825.00	165.03	(8,289.37)		9,114.37

LINE-ITEM TRANSFERS

None

SECTION 4:

CONSTRUCTION IN PROGRESS

Large Purchase Tracking
Grant Tracking
Village Debt
Village Revenue

pproved Expenses
onth Ending: 3-31-25

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

Last Updated: 4/8/2025

	DATE	TASK ORDER	PROJECT	Budget Amount AMOUNT	ENGINEERING	2022	2023	2024	Jan	Feb	Mar	TOTAL PAID	BALANCE
	06/13/22	PRJ: 22-837	**Water Main Looping Project-ENG. Church & Goodling**		$ 27,950.00	$ 9,040.00		$ 1,000.00	$ -	$ 1,140.00		$ 11,180.00	$ 16,770.00
51-44-532	11/14/22	PRJ: 22-1342	**IEPA Project Plan-ENG.**		$ 24,800.00	$ 4,375.00	$ 13,125.00	$ 7,300.00				$ 24,800.00	$ -
	10/09/23	PRJ: 23-1378	**Clayton Ct wtr Main Loop- ENG.**	$ 49,500.00	$ 48,500.00		$ 30,255.00	$ 12,095.00	$ 3,505.00			$ 45,855.00	$ 52,145.00
		PRJ: 23-1378	**Clayton Ct wtr Main Loop- Constr.**					$ -				$ -	$ -
	02/19/24	PRJ: 23-1378	**Clayton Ct wtr Main Loop-InHouse**	$ 20,000.00				$ 20,314.00				$ 20,314.00	$ (314.00)
								$ -				$ -	
	05/13/24	Pitney Const Res 2024-10R	**Sidewalk Program Safe Step-Curbs**	$ 10,000.00				$ 1,400.00				$ 1,400.00	$ 8,600.00
01-42-515	11/08/24	Pitney Const Res 2024-10R	**Sidewalk Program**	$ 40,000.00				$ 45,572.87				$ 45,572.87	$ (5,572.87)
01-42-515		**2025 Projects**	**Sidewalk Program Safe Step-Curbs**	$ 10,000.00									
		2025 Projects	**Sidewalk Program**	$ 40,000.00									
	07/08/24	24-1255	**Cunningham Water Main Looping**		$ 47,100.00			$ 22,790.00	$ 11,120.00			$ 33,910.00	$ 13,190.00
	09/09/24	24-1570 PH02	Westfield Box Culvert		$ 35,200.00			$ 23,050.00			$ 3,990.00	$ 27,040.00	$ 8,160.00
		24-1570	**Resh Farms Drainage Study - Westfield**										
				$ 125,500.00	**$ 101,250.00**	**$ 13,415.00**	**$ 49,380.00**	**$ 101,111.55**	**$ 3,505.00**	**$ 1,140.00**	**$ - **	**$ 156,195.55**	**$ 70,554.45**

Approved Expenses

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

Task #	BOARD MEETING DATE	Project	ITEM	VENDOR	LINE-ITEM	APPROVED AMT	PAID TO DATE	BALANCE	
22-837	Sept 9, 2024 2024-23R	Church & Goodling	Engineering		51-44-534	$ 17,900.00	$ 11,180.00		
22-1342	January 8, 2024	PHASE 1 ARCHAEOLOGICAL SURVEY- IEPA PROJ	Water Main Repl. & Well #5	FEHR GRAHAM	51-44-532	$ 7,500.00	$ 24,800.00	$ (17,300.00)	
23-1378	October 9, 2023	Clayton Court Water Looping 23-1378	Engineering	FEHR GRAHAM	51-44-532	$ 48,500.00	$ 45,855.00	$ 2,645.00	
23-1378	January 8, 2024	Clayton Court Water Looping 23-1378	WaterMain Supplies	CORE & MAIN	51-44-542	$ 20,000.00	$ 20,314.00	$ (314.00)	
23-1378	February 7, 2024	Clayton Court Water Looping 23-1378	Engineering	FEHR GRAHAM		$ 1,000.00		$ 1,000.00	
23-1378	February 5, 2025	Clayton Court Water Looping 23-1378	Secure Easement						
25-125	January 15, 2025	2025 General Engineering Agreement	Engineering	Fehr Graham		$ 25,000.00	$ 1,782.25	$ 23,217.75	
24-124 PH06	November 21, 2024	General - Starbucks							
24-271A	Dec 11,2023 2023-23R	24 ROADWAY PROJECT 24-271A	Heeren & Sheldon Dr	Rock Road	15-46-850	$ 317,323.20	$ 237,129.65	$ 80,193.55	Complete
24-271	Dec 11,2023 2023-23R	MFT ENGINEERING EXPENSE Project 24-271	Heeren & Sheldon Dr	FEHR GRAHAM	15-46-502	$ 57,283.24	$ 55,417.53	$ 1,865.71	Complete
24-1255	July 8, 2024 2024-17R	Cunningham Water Main 24-1255	Engineerig	Fehr Grahm	51-44-532	$ 47,100.00	$ 33,910.00	$ 13,190.00	
24-1570	Sept 9, 2024 2024-22R	Resh Farms Drainage Study	Engineering	Fehr Graham	01-42-532	$ 35,200.00	$ 23,050.00		
24-1570	Feb 19,2025 2025-03R	Westfield Box Culvert	Engineering	Fehr Graham		TBD	$ 3,990.00		
	Feb 19, 2025 2024-25R	IEPA SRLF Project - Swift/Winnebago/Cunningham/Soper				TBD			
	10/14/2024 2024-27R	Bulk Salt Purchase	Road Salt	Compass	01-42-514	$ 37,708.00	$ 19,317.64	18390.36	
		This will be removed from April Report							
2024-16R	June 10, 2024	Half Paid in 2024 $6500.00 Remainder Paid in Jan 2025 - Pd In Full	NEW SOFTWARE Purchase	LOCIS	01-41-593 51-44-519 17-47-530	$ 13,000.00	$ 13,000.00	Paid in Full	

Grant Applications/Progress Tracking

Grant Title	Approved	Restricted Use	Total	Received	Notes
FY25 Less Letahl Alternatives for Law Enforcement	Approved	Five (5), TASER 10 Packages	$ 15,686.00	In process	10/2/24 Received email notification that the grant had been approved. No indication when the amount will be received. The equipment has not been recevied as of 04/08/25

Village Debt 2025

	January	February	March	April	May	June
IL EPA						
Balance Due Totals						
Water Tower	$ 883,911.76	$ 883,911.76	$ 883,911.76			
Total	$ 883,911.76	$ 883,911.76	$ 883,911.76	$ -	$ -	$ -
Four Rivers Sanitary Auth.						
Balance Due Totals						
Fuller Creek Phase C	$ 3,339,149.40	$ 3,339,149.40	$ 3,339,149.40			
Fuller Creek Phase D&F	$ 1,043,209.51	$ 1,011,474.66	$ 1,011,474.66			
Future Costs	$ 870,107.56	$ 870,107.56	$ 870,107.56			
Total	$ 5,252,466.47	$ 5,220,731.62	$ 5,220,731.62	$ -	$ -	$ -
Total All Debt	$ 6,136,378.23	$ 6,104,643.38	$ 6,104,643.38	$ -	$ -	$ -

VILLAGE REVENUE

INCOME TAX/LGDF

	2025	2024	2023	2022	2021	2020
Dec		25,748	26,963	26,945	22,499	20,637
Nov		32,985	34,318	30,031	25,372	23,310
Oct		54,947	50,948	47,425	44,259	34,497
Sept		25,732	26,357	25,904	24,355	23,823
Aug		32,777	29,038	23,836	23,062	42,044
July		49,056	44,182	46,279	41,072	30,752
Jun		33,720	33,162	27,414	45,783	19,365
May		78,678	70,722	93,322	52,181	31,264
Apr		45,531	41,240	46,252	38,199	31,932
Mar	28,161	28,839	25,624	21,650	23,957	21,741
Feb	43,889	44,370	43,264	49,949	34,761	29,237
Jan	53,726	46,891	43,756	40,058	32,879	28,378
Actual	125,776	499,272	469,574	479,064	408,380	336,982
Projected						
Budgeted	499,000					
Bdgt vs Act.	25.21%					

PPRT

	2025	2024	2023	2022	2021	2020
Dec		1,770	2,949	5,034	2,084	799
Nov						
Oct		5,658	9,502	15,372	10,042	3,089
Sept						
Aug		1,384	1,848	1,303	766	2,436
July		7,419	11,463	11,413	6,027	3,297
Jun						
May		8,292	14,179	15,851	8,271	3,173
Apr		3,430	8,739	11,839	6,418	4,964
Mar	1,936	3,845	5,501	10,015	1,374	719
Feb	0					
Jan	4,698	6,521	11,104	7,647	3,802	3,616
Actual	6,634	38,319	65,286	78,474	38,784	22,093
Projected						
Budgeted	32,000					
Bdgt vs Act.	20.73%					

LOCAL USE TAX

	2025	2024	2023	2022	2021	2020
Dec		9,544	9,908	10,543	9,631	11,708
Nov		8,233	8,927	9,376	9,660	11,223
Oct		8,477	9,412	9,027	9,152	11,786
Sept		8,249	6,679	10,343	9,827	11,655
Aug		8,550	8,897	9,169	8,622	11,545
July		8,860	8,996	8,042	9,367	10,381
Jun		9,964	10,751	10,042	10,310	9,806
May		8,202	8,692	8,561	8,065	7,708
Apr		7,295	9,433	8,868	9,045	8,870
Mar	11,913	12,190	13,474	13,373	18,448	12,810
Feb	9,476	10,502	11,139	10,550	13,073	9,336
Jan	5,447	10,053	10,567	8,980	12,268	9,965
Actual	26,835	110,119	116,875	116,874	127,468	126,792
Projected						
Budgeted	110,000					
Bdgt vs Act.	24.40%					

SALES TAX

	2025	2024	2023	2022	2021	2020
Dec		48,992	52,253	52,369	42,096	64,055
Nov		52,595	50,731	56,826	44,401	35,474
Oct		43,860	54,558	56,100	47,725	32,441
Sept		48,760	53,731	62,622	44,810	32,535
Aug		50,622	52,807	58,635	44,877	34,269
July		45,868	49,785	53,719	40,868	28,114
Jun		44,850	45,726	53,690	41,314	28,136
May		40,709	39,074	40,789	29,964	25,369
Apr		41,373	39,869	39,130	34,610	25,550
Mar	52,291	51,478	53,237	49,512	31,926	30,185
Feb	55,907	48,093	48,626	44,321	29,689	27,757
Jan	55,201	51,239	51,786	46,372	33,941	29,424
Actual	163,399	568,439	592,182	614,085	466,222	393,309
Projected						
Budgeted	570,000					
Bdgt vs Act.	28.67%					

PROPERTY TAX

	2025	2024	2023	2022	2021	2020
Dec		0	6,002	216	39	1,554
Nov		5,823		2,130	8,432	3,895
Oct		7,803	7,886	7,155	4,483	6,878
Sept		204,860	182,135	176,432	152,573	142,006
Aug		23,012	28,878	25,134	38,013	52,505
July		3,723	8,878	6,945	15,588	45,178
Jun		238,482	202,307	230,268	206,348	175,634
May		36,617	61,703	22,662	37,575	24,654
Apr	0	0				
Mar	0	0				
Feb	0	0				
Jan	1,012	0				
Actual	1,012	520,319	497,789	470,942	463,051	452,303
Projected	0	Tax pmt for Nov w/b rec in Dec				
Budgeted	547,627					
Bdgt vs Act.	0.18%					

SALES TAX 1%

	2025	2024	2023	2022	2021	2020
Dec		35,762	38,046	38,493	30,409	46,970
Nov		39,951	39,292	43,052	32,348	23,012
Oct		32,493	39,007	43,183	32,546	18,501
Sept		38,038	40,358	49,674	32,263	18,908
Aug		38,710	40,872	45,368	31,665	20,999
July		34,058	36,614	40,358	27,624	14,158
Jun		33,720	33,874	39,561	28,890	15,172
May		29,507	28,165	30,033	20,584	15,397
Apr		29,388	30,116	26,274	22,599	14,385
Mar	39,316	38,180	38,095	37,605	20,761	18,122
Feb	40,395	36,761	37,025	34,000	19,183	17,605
Jan	42,715	37,989	38,685	32,282	21,192	18,659
Actual	122,427	424,556	440,149	459,883	320,065	241,887
Projected						
Budgeted	425,000					
Bdgt vs Act.	28.81%					

VILLAGE REVENUE

COMED UTILITY TAX

	2025	2024	2023	2022	2021	2020
Dec		4,614	7,888	8,321	8,068	8,185
Nov		10,156	7,682	7,703	8,546	8,628
Oct		10,944	9,534	15,151	11,009	9,585
Sept		10,709	11,258	5,852	11,263	10,731
Aug		18,914	11,139	11,194	11,259	13,017
July		3,438	9,753	11,387	11,330	9,715
Jun		12,270	6,882	8,411	8,048	7,605
May		6,866	7,067	7,970	7,565	7,512
Apr		9,780	8,027	8,467	8,380	8,398
Mar	2,758	2,910	8,684	9,106	9,570	8,724
Feb	9,092	10,087	9,313	9,999	9,436	9,067
Jan	9,333	8,645	21,950	9,827	10,254	10,554
Actual	21,183	109,334	119,176	113,390	114,728	111,721
Projected						
Budgeted	105,575					
Bdgt vs Act.	20.06%					

VIDEO GAMING

	2025	2024	2023	2022	2021	
Dec		6,913	6,697	5,464	5,319	
Nov		7,452	6,875	5,647	4,736	
Oct		8,090	7,134	5,008	5,114	
Sept		7,579	6,587	6,092	4,673	
Aug		8,229	6,329	5,574	5,442	
July		8,102	5,180	5,158	4,528	
Jun		7,514	7,258	5,436	4,791	
May		6,915	9,098	5,390	4,397	
Apr		6,569	4,933	4,422	3,552	
Mar	5,678	6,719	6,196	4,983	2,061	
Feb	8,246	5,954	4,669	5,224	1,775	
Jan	7,787	6,963	4,533	4,377	0	
Actual	21,711	86,999	75,487	62,776	46,388	0
Projected	23,685					
Budgeted	90,000					
Bdgt vs Act.	24.12%					

EXCISE TAX (TELECOMMUNICATIONS)

	2025	2024	2023	2022	2021	2020
Dec		2,648	2,939	3,979	2,965	3,101
Nov		2,571	3,242	3,112	2,848	3,430
Oct		2,441	2,778	2,954	2,803	4,064
Sept		2,727	3,038	2,841	3,033	4,419
Aug		2,510	3,044	2,682	2,929	3,649
July		2,457	2,818	2,713	2,837	4,079
Jun		3,032	3,210	2,946	2,891	4,419
May		2,663	2,894	2,452	2,806	3,943
Apr		2,899	2,965	2,783	2,518	4,199
Mar	2,578	3,270	3,155	2,932	2,715	4,474
Feb	2,463	2,948	2,997	2,806	2,915	4,787
Jan	2,448	2,796	2,978	2,887	3,015	4,317
Actual	7,489	32,963	36,059	35,086	34,275	48,879
Projected			Police	Com Dev		
Budgeted	31,800		6240.8333	1,248		
Bdgt vs Act.	23.55%					

HEAVY LOAD PERMITS

	2025	2024	2023	2022	2021	2020
Dec		0			300	175
Nov		75				
Oct		0	125	300		75
Sept		75		225		435
Aug		175		175	125	225
July		0		280	200	185
Jun		0		235	75	470
May		0		75	375	590
Apr		195				75
Mar	0	25	50	150		
Feb	0		180			125
Jan	0		25	125	125	485
Actual	0	545	380	1,565	1,200	2,840
Projected	0					
Budgeted	470	day permits for heavy vehicles				
Bdgt vs Act.	0.00%					

MFT (MOTOR FUEL TAX)

	2025	2024	2023	2022	2021	2020
Dec		5,922	6,292	5,674	6,366	5,767
Nov		5,608	5,340	5,675	5,743	5,786
Oct		5,695	5,984	6,014	6,169	5,771
Sept		5,914	5,511	5,620	6,570	6,340
Aug		5,670	5,766	6,027	5,992	5,332
July		5,779	5,874	6,301	6,101	4,284
Jun		5,119	5,656	6,084	5,888	4,324
May		5,207	5,538	6,021	5,989	5,509
Apr		4,770	4,751	6,026	5,074	5,974
Mar	5,462	5,261	4,655	3,784	4,675	5,387
Feb	5,191	4,891	4,905	6,202	4,987	5,403
Jan	5,492	6,173	6,755	6,863	6,309	9,228
Actual	16,144	66,008	67,028	70,291	69,861	69,104
Projected						
Budgeted	66,238					
Bdgt vs Act.	24.37%					

TRF (TRANSPORTATION RENEWAL FUND)

	2025	2024	2023	2022	2021	2020
Dec		5,953	5,901	4,358	4,517	4,140
Nov		5,679	5,045	4,305	4,133	4,019
Oct		5,765	5,589	4,492	4,552	4,167
Sept		5,955	5,411	4,540	4,619	4,359
Aug		5,488	4,726	4,554	4,327	3,837
July		5,505	5,154	4,505	4,308	3,208
Jun		5,155	4,962	4,354	4,245	2,958
May		5,367	4,907	4,384	4,226	3,689
Apr		4,838	4,393	4,297	3,706	3,905
Mar	5,700	5,194	4,765	3,498	3,799	4,155
Feb	5,579	4,910	4,294	4,346	3,987	4,243
Jan	5,548	5,302	4,720	4,669	3,985	4,385
Actual	16,828	65,111	59,867	52,303	50,404	47,064
Projected						
Budgeted	61,946					
Bdgt vs Act.	27.17%					

VILLAGE REVENUE

POLICE FINES - Winnebago Co

	2025	2024	2023	2022	2021	2020
Dec		931	164	926	1,817	200
Nov		814	1,568	1,065	1,738	305
Oct		907	2,966	649	885	1,313
Sept		907	1,363	458	1,111	1,503
Aug		756	1,507	649	449	650
July		1,061	2,535	846	1,412	2,610
Jun		1,190	1,743	261	412	1,578
May		2,150	572	1,553	128	2,966
Apr		1,109	106	1,246	1,505	2,429
Mar	1,050	982	836	460	169	1,677
Feb	637	518	334	365	253	2,358
Jan	774	245	1,696	469	1,324	1,141
Actual	2,462	11,569	15,390	8,946	11,202	18,729
Projected	0					
Budgeted	9,300					
Bdgt vs Act.	26.47%					

CANNABIS

	2025	2024	2023	2022	2021	2020
Dec		369	360	358	339	149
Nov		361	366	385	401	173
Oct		375	360	349	459	153
Sept		362	350	380	386	234
Aug		389	397	474	324	173
July		391	373	339	363	151
Jun		384	362	409	412	113
May		423	355	409	355	146
Apr		441	420	453	351	290
Mar	397	415	364	432	272	218
Feb	388	412	372	408	276	
Jan	414	371	373	415	343	
Actual	1,199	4,694	4,452	4,811	4,283	
Projected	0					
Budgeted	4,800					
Bdgt vs Act	24.98%					

GENERAL FUND MONTHLY TOTALS

	2025	2024	2023	2022	2021	2020
Dec	0	93,686	103,260	107,549	87,982	108,809
Nov	0	106,976	105,265	107,433	91,228	82,238
Oct	0	126,702	137,217	146,677	125,449	95,689
Sept	0	96,614	101,412	108,167	93,674	83,832
Aug	0	115,322	107,171	107,468	91,966	107,357
July	0	117,489	127,370	134,172	112,064	86,673
Jun	0	104,219	100,092	103,145	108,834	69,915
May	0	145,832	142,984	169,428	109,582	79,705
Apr	0	110,943	110,693	117,793	99,522	84,277
Mar	101,084	102,973	110,089	107,170	88,262	78,870
Feb	121,853	116,437	115,891	118,034	90,151	80,308
Jan	133,053	126,516	142,540	113,893	96,626	86,740
	355,990	1,363,709	1,403,985	1,440,930	1,195,339	1,044,415

	WATER SALES		ADMIN		CAPITAL	
	2025	2024	2025	2024	2025	2024
Dec		19,961		17,415		30,043
Nov		30,050		15,628		45,339
Oct		27,108		15,608		39,726
Sep		31,444		16,416		46,981
Aug		27,429		15,757		40,511
Jul		33,252		16,775		49,584
Jun		25,812		15,183		38,670
May		22,795		16,641		34,753
Apr		21,686		15,970		33,707
Mar	23,846	25,823	16,371	19,232	34,925	40,559
Feb	33,186	27,186	16,022	15,721	49,333	42,719
Jan	22,474	18,697	15,553	15,512	35,134	30,834
Actual	79,507	311,243	47,946	195,858	119,393	473,426
Projected						
Budgeted	323,000	290080	195208	181,552	475,000	495,800
Bdgt vs Act.	24.62%	1.072954	0.2456133	1.0787997	0.2513529	0.9548732

GENERAL FISCAL PROJECTIONS

	2020	2021	2022	2023	2024	2025
Actual	1,044,415	1,195,339	1,440,930	1,403,985	1,363,709	355,990
Projected						0
Budgeted						1,907,972
Bdgt vs Act						18.66%

O&M FISCAL PROJECTIONS

	2020	2021	2022	2023	2024	2025
Actual	1,127,464	1,245,270	1,393,570	1,421,986	1,405,083	369,271
Projected						0
Budgeted						1,418,208
Bdgt vs Act						26.04%

Village Administrator Monthly Report – March 2025

General Updates

- Continued coordination with NIU Center for Governmental Studies following the Strategic Planning Workshop held on March 1, 2025. NIU has completed the first draft of the Strategic Plan, and Village staff have begun reviewing the document. Coordination is ongoing, with a staff action planning session scheduled in April. The final version of the plan is expected to be presented for adoption in May.
- Attended the Pecatonica Prairie Path Commission meeting on March 21.
- Attended the NorthCOG Meeting on March 28.
- Joined Lt. Haff and Chief White for the March 13 Chief's meeting at the Winnebago County Sherrif's office and heard general updates from various regional agencies, including an update from Winnebago County State's Attorney Hanley and IDOT.
- Provided a day-long job shadowing opportunity for a local college student interested in municipal management. The student toured Village facilities, met with Village Staff, and observed ongoing infrastructure and administrative operations.
- Held initial planning discussions with Safe Step regarding the second year of the sidewalk cross-cutting maintenance program, including identifying priority sections based on trip hazard severity and pedestrian activity.
- Prepared for the March Committee of the Whole and Village Board meetings, including agenda development and supporting materials for various matters.

Economic Development/Community Development/Zoning

- Coordinated with the Village Attorney, newly engaged special counsel from Ancel Glink, the Village Engineer, and the proposed buyer on the potential sale of Village-owned property. Efforts focused on public infrastructure, obtaining an appraisal, a potential development agreement and other development objectives. Worked collaboratively with Public Works and the Village Engineer to assess zoning requirements, utility access, and site infrastructure to support due diligence and next steps.
- Drafted a proposed Intergovernmental Agreement (IGA) between the Village and School District for their Transportation Center project. Met with School officials and Village legal counsel to review the draft and ensure alignment on expectations.
- Continued monitoring the application process for the Body Art Establishment proposed at 126 S. Benton Street. Following Board Approval at the March Board Meeting, A Special Use request has been submitted for Zoning Board review on April 1, with a public hearing and final board approval scheduled for May.
- Released engineering approvals and permits for two commercial projects: Olson's Crematory and the Park Hills Church expansion, both of which are set to begin construction in the coming weeks.

Please see the attached Board Brief's for a deeper view of the month's activities for the Village.

BOARD BRIEFS

WEEKLY UPDATE FROM THE VILLAGE ADMINISTRATOR

VOLUME 2025-9
WEEK OF MAR 2

POLICE

The Police Department responded to 41 calls for service, filed 7 incident reports, issued 7 traffic citations and warnings, and made 1 arrest during the reporting period. Chief White completed 1 FOIA and responded to 1 Subpoena. Treasurer Novinson and Lt. Haff worked together to resolve technological issues regarding internet connectivity. Chief White submitted the monthly statistical data for the March 19, 2025, Board Meeting. A new vehicle upfitting company was contacted due to the retirement of the previous company that had been servicing the department's vehicles since 2015. An in-person meeting with the new company is scheduled for later this month. Officer Spelman remained active in the school district, addressing several student-related issues and preparing for the next ALICE training. The department cycled out some older non-chargeable police radio batteries and purchased new ones to maintain equipment readiness.

OFFICE STAFF

Office staff facilitated the Zoning Board meeting on Tuesday, including the text amendment to allow body art establishments as a permitted or special permitted use and worked with Park Hills Church on their variance request to allow parking in the front or side yard. The Treasurer continued preparing for the audit, started bank reconciliations for February, and worked on preparing and uploading reports and documents for the auditors. The Treasurer also continued budget entry into the software. The Assistant Deputy Clerk completed zoning minutes, while the Deputy Clerk completed payroll and prepared for the upcoming technical staff meeting with the Development Team. The Village Administrator worked with NIU on any follow-up for the strategic planning workshop from Saturday, including drafting minutes, and discussed with the Director of Public Works a potential interested buyer and developer for village-owned property. The Administrator is working on obtaining an updated appraisal.

PUBLIC WORKS

Public Works completed daily rounds for IEPA compliance, including data recording and water treatment for 6 deep water wells. The team conducted monthly IEPA-required bacti QA/QC samples for both the Village of Winnebago and Winnebago County Water District, along with additional IEPA and IDPH-required water samples for QA/AC. They completed 1 full and 1 partial salt circuit, 2 trash circuits, and routine wellhouse cleaning and maintenance. Public Works continued to work with the office on final meter topper swap outs and scheduling concerns, including door knocking and hanging 8 notices related to late utility payments. The team also conducted additional water main locates and re-marking related to Silo Fiber directional boring in the Village ROW, and cold patched after obtaining material from the quarry. They completed 10 Julie locates, including a large-scale outlay for the Silo fiber network, and delivered 8 door hangers for the water utility late payment process. Public Works conducted an emergency water service shut-off and repair, performed extensive vehicle and amenities clean-up post-salting, and repaired the toilet at the police garage. The team also delivered documents to cold storage, cleaned catch basins and storm drains in advance of heavy rains, and performed walking path maintenance from Meridian to Hoisington Roads, cleaning and sweeping all intersection approaches. Lastly, they replaced 1 meter and 1 meter topper and filled several sinkholes in roadways and right-of-ways caused by the freeze-thaw cycle.

BOARD BRIEFS

WEEKLY UPDATE FROM THE VILLAGE ADMINISTRATOR

VOLUME 2025-10
WEEK OF MAR 10

PUBLIC WORKS

Public Works completed daily rounds for IEPA compliance, including data recording and water treatment for 6 deep water wells. The team completed 1 partial salt circuit and 2 trash circuits, along with roadside trash pickup. Routine wellhouse cleaning and maintenance was performed, and the team continued working with the office on final meter topper swap outs and scheduling concerns, including door knocking and hanging notices. Public Works conducted additional water main locates and re-marking related to Silo Fiber directional boring in the Village ROW and cold patched areas as needed. The team completed 12 Julie locates, including a large-scale outlay for the Silo fiber network, and installed new cutting edges on small western snowplows. They performed a full chassis grease on all heavy equipment and dump trucks and conducted extensive vehicle and amenities clean-up post-salting. Public Works replaced a window at Village Hall, as well as a door and lock at the PW garage. The team cleaned catch basins and storm drains in advance of expected heavy rains and began street sweeping efforts. They replaced 1 meter topper and filled several sinkholes caused by the freeze-thaw cycle in roadways and right-of-ways.

POLICE

The Police Department responded to 54 calls for service, filed 4 incident reports, issued 6 traffic citations and warnings, and made 1 arrest during the reporting period. Due to an unexpected family emergency, one officer had to take the weekend off, but the Winnebago County Sheriff's Office stepped in to cover the shift, ensuring continued public safety services without interruption. The fleet received minor repairs and system updates, and the in-car computer systems were serviced to ensure they remain reliable and efficient for officers on patrol. Lt. Haff marked his 11th anniversary with the Village on March 10. Chief White and Lt. Haff attended the Northern Illinois Training Advisory Board (NITAB) meeting on Tuesday, and it was announced that Jeff Schelling, a former Winnebago Police Department officer and retired Durand Chief, will step down as NITAB Director. Officer Mund represented the Village in court for two cases. Chief White and Lt. Haff also attended the Northern Illinois Law Enforcement Executive Association meeting, receiving a briefing on Katrina's Law from the Winnebago County State's Attorney. The department participated in the Chief's Breakfast at the Winnebago County Sheriff's Office, discussing key law enforcement issues. SRO Spelman went above and beyond by using his own tools to assemble a bicycle for a local student. He also handled several school-related issues involving low to moderate-level criminal activity.

OFFICE STAFF

The office staff dealt with another round of illness and was short-staffed this week. Fortunately, the second Utility Billing Clerk adjusted her schedule to cover the open shifts. The Deputy Clerk assisted an applicant for the upcoming zoning meeting for a special use application and prepared the packet for the upcoming Board, CoW, and special zoning meeting, including various resolutions. The Village Administrator met with the Director of Public Works and a developer interested in purchasing village-owned property, and ordered an updated appraisal for the property. The Village Administrator also hosted a local college student who lives in Westlake interested in a career in local government management. The student spent the day shadowing the Administrator, touring the Village offices and other sites, and participating in an infrastructure/economic development tour, including meetings with the Director of Public Works, Police Department and the Village President. The Village Administrator and Public Works team met with a representative from Safe Step, to continue the sidewalk maintenence cross cutting program that began last year.

BOARD BRIEFS

WEEKLY UPDATE FROM THE VILLAGE ADMINISTRATOR

VOLUME 2025-11
WEEK OF MAR 17

OFFICE STAFF

The Treasurer completed the Treasurer's Reports for the March Board Meeting, worked with the front office on Late Notice Training, continued 2025 budget entry, and worked on 2024 year-end processes. The Deputy Clerk worked on payroll, attended the Zoning Board and Village Board meetings, and completed necessary follow-up tasks after the meetings. The office scheduled the final residential meter topper change, ensuring that the process is concluded efficiently. The Assistant Deputy Clerk made progress on the spring/summer newsletter for the Village, preparing content and layout. The Village Administrator worked with the School District and drafted an Intergovernmental Agreement (IGA) for their proposed Transportation Center project. The Administrator attended an initial meeting with Ancel Glink to discuss engagement as special counsel for the Village and met with the proposed buyer for the sale of village-owned property. Several follow-up tasks were completed, including meetings with the Village Attorney and appraisers to discuss the project. The Administrator also attended the Pecatonica Prairie Path meeting. Additionally, two development projects were released and have been issued permits, including Olson's Crematory and Park Hills Church's expansion.

PUBLIC WORKS

Public Works completed daily rounds for IEPA compliance, including data recording and water treatment for 6 deep water wells. The team completed 1 partial salt circuit, 2 trash circuits, and roadside trash pickup. Routine wellhouse cleaning and maintenance was conducted, and the team continued working with the office on final meter topper swap outs and scheduling concerns, including door knocking and hanging 8 notices related to late utility payments. Public Works conducted additional water main locates and re-marking related to Silo Fiber directional boring in the Village ROW and cold patched areas as needed. The team completed 12 Julie locates, including a large-scale outlay for the Silo fiber network. Public Works completed extensive Pec Prairie Path maintenance after the County brush hogged trees west of Swift Street to Hoisington Rd, removing debris, dragging gravel with a blade and finish drag, and adding gravel and lime at recent bore holes created by the electric company. They also completed a water shut off for ordinance procedure related to water meter access. The team handled village-wide storm clean-up following straight-line winds and thunderstorms and conducted equipment clean-up post-salting. Seasonal road postings were removed in accordance with improved weather conditions. Additionally, Public Works attended CEU training for water line locating and product lines and availability.

POLICE

The Police Department responded to 58 calls for service, filed 13 incident reports, issued 10 traffic citations and warnings, and made 3 arrests. The department investigated 2 vehicle crashes and obtained a warrant for felony theft after a thorough investigation. Inoperable and abandoned vehicles on private properties were followed up on, resulting in the removal of some vehicles. Lt. Haff worked on enhancing the Digiticket system to improve the issuance of local ordinance violations for better enforcement efficiency. Due to staffing levels, the Sheriff's Department provided coverage for a full shift and an additional half shift to ensure continued service to the community. Chief White processed and completed a FOIA request in compliance with legal and procedural requirements. SRO Spelman, with assistance from Lt. Haff, conducted the final session of ALICE training at Simon Elementary School on Wednesday, reinforcing school safety protocols.

BOARD BRIEFS

WEEKLY UPDATE FROM THE VILLAGE ADMINISTRATOR

VOLUME 2025-12
WEEK OF MAR 24

POLICE

The Police Department responded to 47 calls for service, filed 5 incident reports, issued 16 traffic citations and warnings, and made 6 arrests. One vehicle was impounded during this period. Squad 222 underwent routine maintenance, including an oil change, new battery installation, and a complete brake service to ensure optimal performance for patrol duties. SRO Spelman is on leave for the school spring break, recharging before returning to his vital role. The department had all four radar units in the squad cars calibrated and certified to maintain accuracy in speed enforcement. Officer McNeely returned to duty after paternity leave, and the department is pleased to have him back. Chief White and Lt. Haff met with the President of Buss Boyz Customs to discuss a lighting upgrade for the newest squad vehicle. The Public Works Department also installed a new toilet in the police garage, addressing water leakage issues and ensuring a functional workspace.

OFFICE STAFF

The Treasurer finished preparing the budget for installation next week, reviewed A/P checks for the upcoming meeting, and scheduled a meeting with Mark Olson for 04/08/25. The Treasurer also attended regional IMTA training. Utility Billing was completed, and business registrations were mailed out today, with follow-ups being conducted for a few outstanding ones. The Clerk staff prepared the board packet for zoning, board, and CoW meetings. The Assistant Deputy Clerk completed the final draft of the spring/summer newsletter and sent it to the printer. The Village Administrator prepared for upcoming paternity leave, worked on the board packet, attended the NorthCOG meeting, met with Fehr Graham, Ancel Glink, and staff regarding the sale of village-owned property, and reviewed various project options.

PUBLIC WORKS

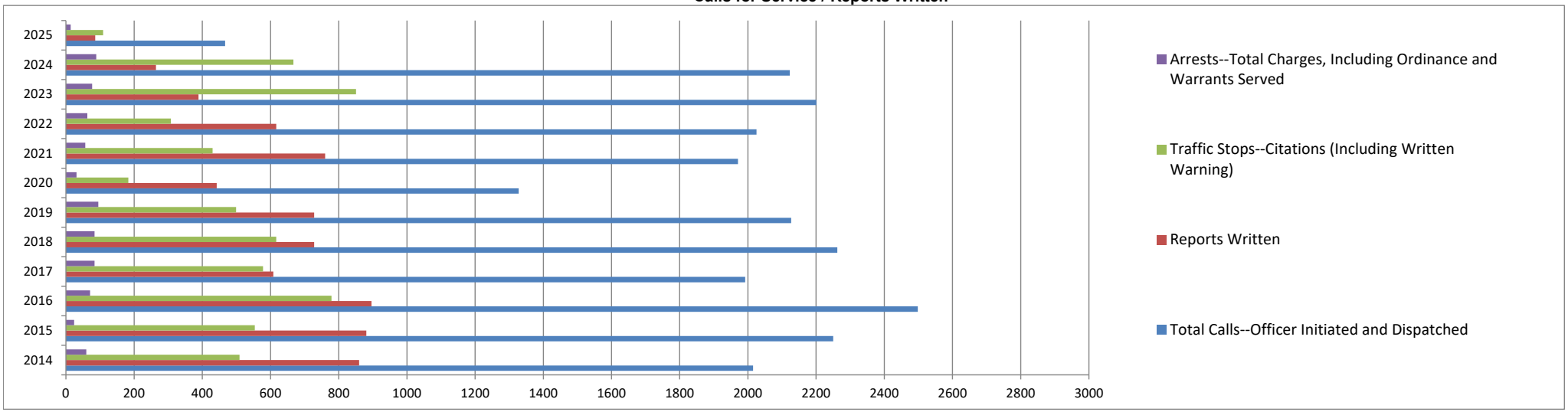
Public Works completed daily rounds for IEPA compliance, including data recording and water treatment for 6 deep water wells. They conducted 1 emergency water shut-off and turn-on at 305 S Church St., and responded to an emergency water main break at 207 East Cunningham St., repairing the service saddle and installing a new service and corp saddle, along with a 1" poly service line to the curb stop. The team moved mowers from cold storage, began spring maintenance and battery checks, and started mower exchanges and demo presentations with vendors. Public Works also completed 2 trash circuits, roadside trash pickup, and routine wellhouse cleaning and maintenance. They continued working with the office on final meter topper swap outs and scheduling concerns, including door knocking and hanging notices. Additional water main locates and re-marking for Silo Fiber directional boring in the Village ROW were conducted. The team began village-wide street sweeping, focusing on curbed areas and heavy debris. Public Works also performed Pec Prairie Path maintenance after the County brush hogged trees east of Swift Street to Meridian Rd., removing debris and adding gravel and lime. The final residential meter topper swap out was completed at a problematic residence. The team continued storm clean-up following straight-line winds and thunderstorms and equipment clean-up post-water main break. The 3" compound water meter at the Post Office was replaced and re-plumbed for a new e-series meter with a cellular topper, completing the commercial accounts now served via cellular toppers. Additionally, IEPA compliance work began for Jim Johnson to be recorded as an IEPA certified Class C water operator after passing the certification exam.

Winnebago Police Department
2022/2023/2024/2025 Calls and Offenses

Offense Type	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Total 2025	Total 2024	Total 2023	Total 2022
Aggravated Battery (including Agg. Domestic)	0	0	0										0	**0**	**2**	**6**
Armed Robbery	0	0	0										0	**0**	**0**	**0**
Assault (Includes Aggravated Offense)	0	0	0										0	**2**	**2**	**5**
Battery	0	0	1										1	**2**	**7**	**8**
Burglary/Burglary from Vehicle	0	0	0										0	**0**	**0**	**3**
Criminal Damage to Property	1	0	1										2	**8**	**8**	**9**
Criminal Damage to State Supported Property	0	0	0										0	**1**	**0**	**0**
DUI Alcohol / Drugs Includes Agg. DUI	0	0	0										0	**1**	**7**	**11**
Disorderly Conduct	0	2	2										4	**14**	**14**	**15**
Fleeing to Elude (Aggravated)	0	0	0										0	**1**	**4**	**4**
Domestic Trouble/Domestic Battery/OP Violation /Vio.Stalking Order	1	1	1										3	**13**	**29**	**36**
Hit and Run	0	0	0										0	**4**	**2**	**4**
ID Theft / Forgery / Decept. Prac.	1	0	0										1	**9**	**11**	**9**
Illegal Consumption / Minor in Possession of Alcohol	0	0	0										0	**1**	**1**	**0**
Possession of Cannabis (Manu./Deliver)	1	0	0										1	**4**	**8**	**4**
Possession of Controlled Substance	0	0	0										0	**1**	**0**	**2**
Possession of Drug Paraphernalia	0	0	0										0	**0**	**2**	**1**
Reckless Conduct	0	0	0										0	**0**	**0**	**0**
Reckless Discharge of a Firearm	0	0	0										0	**0**	**0**	**0**
Reckless / Negligent Driving	0	0	0										0	**2**	**1**	**3**
Residential Burglary	0	0	0										0	**0**	**0**	**3**
Resisting Obstructing Peace Officer	0	0	0										0	**1**	**4**	**0**
School Bus Arm Violation	0	0	0										0	**0**	**2**	**3**
Sexual Abuse/Assault	0	0	0										0	**1**	**0**	**1**
Suicide Attempt / Threat of Suicide / Mental Health Call	0	2	2										4	**25**	**28**	**28**
Suspended/Revoked Driver's License/Registration	7	1	4										12	**94**	**29**	**8**
No Valid Driver's License	0	0	1										1	**2**	**4**	**4**
Theft of Vehicle (Recover Stolen)	0	0	0										0	**0**	**2**	**2**
Theft Over $500 / Retail Theft	0	1	0										1	**1**	**1**	**4**
Theft Under $500.00 / Retail Theft	2	2	0										4	**12**	**23**	**15**
Unlawful Use of Weapon (Aggravated)	0	0	0										0	**0**	**1**	**3**
Violation of Bail Bond	0	0	0										0	**1**	**0**	**0**
Warrant Service	0	0	0										0	**5**	**10**	**12**

**Report does not reflect all calls, all reports written, or all arrests*

Calls for Service / Reports Written



Administrative Tow - Ordinance No. 2012-13

Date	Case#	Offense	Administrative Hearing Requested/Due Process	Vehicle	Paid	Amount
		2025	2025	2025		
1/17/2025	WC25-000029	Retail Theft	Letter Sent - 01/21/25	2001 Dodge Stratus	Yes	$500.00
3/20/2025	WC25-000162	DWLS	NO	2006 Dodge Durango		

Winnebago Police Department

Traffic Speed Sign Data: March 2025

Location	Average Speed	Max Speed	Car Count
N. Elida Street	26.32	112	162436
W. McNair Road	26.27	79	23485
Winnebago High School	17.93	28	1298
Cunningham Road	31.83	89	66383
E. McNair Road	43.27	100	18533

These numbers also include first responders responding to calls for service
These numbers also include radar interference between in-car and stationary radar units

Police radar systems are useful tools for monitoring vehicle speeds, but **they're not foolproof**—especially when multiple radar units are operating near each other. Interference between radar signals can cause **false or inaccurate readings**, such as speeds being recorded from the wrong vehicle or no vehicle at all.

This is exactly why **trained police officers are essential** when it comes to using radar for enforcement. A radar sign or unmanned unit simply displays or collects speed data—but it **cannot distinguish between vehicles**, identify the source of a speed reading, or confirm its accuracy.

A police radar unit can give false readings due to **interference from another radar unit**—this is commonly referred to as **co-channel interference** or **mutual interference**. Here's how that happens in simple terms:

1. **Same or Similar Frequencies**
Police radar units typically operate on specific frequency bands (like X, K, or Ka bands). If two radar units are operating on the same or close frequencies in the same area, their signals can mix. One radar might accidentally **receive the signal** from the other unit instead of its own reflected signal.

2. **Signal Confusion**
Radar units measure speed by sending out a signal and calculating the Doppler shift in the signal that bounces back from a moving vehicle. If the radar receives a signal **from another radar unit**, it might interpret that signal as a reflected signal—causing it to show a **false speed reading**, even if there's no vehicle moving at that speed.

3. **"Shadowing" and "Ghosting" Effects**
Interference might cause the radar to display:
Shadowing: Detecting a vehicle behind the target vehicle, which may not exist or may be moving at a different speed.
Ghosting: Showing a speed reading when no vehicle is present—just the result of the interfering signal.

4. **Mobile vs. Stationary Radars**
This is more common when **two radar-equipped vehicles are near each other**—say, two patrol cars parked near one another or passing each other with radars on. The moving radar might pick up the stationary radar's signal or vice versa. In some cases, this adds all the signals together - resulting in a high number that is not accurate.

A trained officer, on the other hand:

Visually confirms which vehicle is speeding before acting.
Can **spot and disregard false readings** caused by interference or unusual conditions. Regularly tests the calibration of the radar to ensure it's working properly.
Documents their observations and provides credible, court-admissible evidence.

This is hy tickets are not issued based on radar sign readings alone—those devices are for public awareness or traffic studies, not enforcement. Only a trained officer using a tested, calibrated and properly operated radar unit can issue a valid citation.

In short, the human element is what ensures speed enforcement is accurate, fair, and legally sound.

FEHR GRAHAM
ENGINEERING & ENVIRONMENTAL

Village Engineer Report
for
Village of Winnebago

Village Board Meeting
April 2, 2025

THE FOLLOWING REPORT OF ACTIVITIES IS PROVIDED TO THE VILLAGE BOARD FOR INFORMATIONAL PURPOSES:

Active Projects:

#22-837 S. Church Street and S. Goodling Street Water Main Looping Project – Fehr Graham has continued to update plans and make permit submittals for the project. At the request of Joseph Dienberg via email on August 13, 2024, Fehr Graham provided an additional services proposal to the Village covering bidding documents and services, construction observation, as well as contract management. From conversations with Mr. Chad Insko on February 27, 2025, the Village has elected to perform construction of the water main internally, requesting that Fehr Graham provide staking for the project.

Total Contract Value: $27,950.00 Invoiced to Date: $11,180.00

#22-1342 Winnebago IEPA Project Planning – The Project Planning Report has been submitted to IEPA for review. Funding nomination forms for water main replacement and Well No. 5 have been submitted to IEPA for inclusion in the intended funding list. IEPA is requesting an archaeological survey as part of its environmental clearance process. Midwest Archaeological Research Services, Fehr Graham's subcontracted archaeological research team, is progressing with their survey work. Per email correspondence from the Osage Nation dated May 2, 2024, they have approved the completed archaeological survey and provided a "No Properties" letter. Approval documentation was submitted to the IEPA.

Total Contract Value: $24,800.00 Invoiced to Date: $24,800.00

#23-1378 Winnebago Clayton Court WM Looping Design – A final alignment was decided between the Village and Fehr Graham, and the plan set has been updated. On March 20, 2025, Village Attorney Mary Gaziano provided Fehr Graham with the required easements for the project with property owner signatures. Fehr Graham has started finalizing bid documents and will provide them to the Village for review prior to sending them out to bid.

Total Contract Value: $49,500.00 Invoiced to Date: $45,855.00

24-125-PH06 Winnebago General – On November 21, 2024, Fehr Graham was provided the preliminary engineering plans and plat for the Starbucks development within the Winnebago Corners subdivision. A review letter was provided to the Village on December 6, 2024. Fehr Graham awaits a resubmittal of the plans and plat to ensure that all comments were addressed appropriately by the respected engineer tasked with the project.

Total Contract Value: $4,000.00 Invoiced to Date: $3,276.75
(Reimbursable, billed T&M)

24-125-PH07 Winnebago General – On December 12, 2024, Fehr Graham was provided the preliminary engineering plans for the Park Hills Church expansion for review. On March 18, 2025, the Village of Winnebago Planning and Zoning Committee approved a variance to allow the proposed parking improvements within residentially zoned land. On March 19, final plans were provided to Fehr Graham for review. After discussion with the Village, conditional approval was granted for the project on March 21.

Total Contract Value: $2,500.00 (Reimbursable, billed T&M) Invoiced to Date: $1,173.25

24-1255 Cunningham Road Water Main Replacement—The Village executed the agreement for the project on July 16, 2024. Revised plans and specifications are set to be submitted to the IEPA for their internal review on March 3, 2025. A Funding Nomination Form (FNF) was signed by Village President Eubank on March 26, 2025, and was submitted to the IEPA on March 27.

Total Contract Value: $47,100.00 Invoiced to Date: $33,910.00

#24-271A Winnebago 2024 MFT Street Construction – Construction for the Village MFT project started on June 25, 2024. Final closeout materials to be submitted to IDOT on January 7, 2025. Fehr Graham will provide updates as they become available.

Total Contract Value: $33,972.68 Invoiced to Date: $23,026.25

#24-1570 Resh Farm Stormwater – Agreement for the design of a new box culvert under Westfield Road was approved by the Village on September 9, 2024. On March 12, 2025, IDOT approval was granted for the submitted BLR documents for the project to allow the utilization of MFT funds for the construction of the project. Fehr Graham has started finalizing bidding documents for submittal to IDOT for their approval.

Total Contract Value: $35,200.00 Invoiced to Date: $27,040.00

#25-125-PH01 Winnebago General – On March 21, 2025, Village Administrator Joey Dienberg requested a meeting with Fehr Graham to discuss a potential development within the Winnebago Highlands subdivision. A meeting between Joey, Chad Insko with the Village, and Seth Gronewold and Luke Ziegler with Fehr Graham was held on March 25th where the potential development was discussed. Fehr Graham was tasked with creating exhibits for a potential subdivision of lots for the developer, as well as creating an estimate of cost for potential public improvements within the subdivision. Fehr Graham will provide materials once they are available.

Total Contract Value: $5,000.00 Invoiced to Date: $1,782.25

#25-125-PH06 Winnebago General – On March 10, 2025, Fehr Graham was provided the preliminary engineering plans for the Olson Crematory expansion for review. After review and discussions with Chad Insko with the Village, conditional approval was granted for the project on March 20, 2025.

Total Contract Value: $2,500.00 (Reimbursable, billed T&M)

Invoiced to Date: N/A

Please note, that the invoiced totals were provided at the time of completion of this report and may not reflect the most current billing cycle total(s).

Respectfully Submitted,

Luke Ziegler
Staff Engineer

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CODE ENFORCEMENT OFFICER AND BUILDING OFFICIAL REPORT

March 1, 2025 – March 31, 2025

CODE ENFORCEMENT:

- 101 Westfield - PROPERTY MAINTINENCE- ON GOING, a complaint was filed on February 11 for Rubbish in the driveway. Working with property owner and tenant. About half of the rubbish has been removed.
- 114 S BENTON - PROPERTY MAINTINENCE –in process of demolition
- 105 S BENTON –PROPERTY MAINTENANCE – Cimino's Pizza –plans to install concrete pad in spring for the dumpster
- 402 S CHURCH – ONGOING CLEANUP – Rubbish in driveway/ letter sent/Winnebago County Health Department involved

RESOLVED FROM LAST MONTH:

PERMIT	ISSUE DATE	NAME	LOCATION	CONTRACTOR	DESCRIPTION	PROJ TYPE
25-001	3/18/2025	RANCHO LA LEONA	508 N ELIDA	OWNER	COM SIGN	CS
25-003	3/17/2025	HODGDON, DOUG	103 E BLUFF STREET	OWNER	RES REMODEL	RES10
25-004	3/17/2025	MOREHEAD, MICHAEL	908 INDIAN PKWY	OWNER	RES ELECTRICAL	RES04
25-005	3/17/2025	JONES, DANIEL	1006 JESSICA TRAIL	OWNER	ROOF TOP SOLAR	RES11
25-006	3/17/2025	NELSON, ANDREW	205 PRARIE HILL PKWY	OWNER	ROOF TOP SOLAR	RES11
25-007	3/25/2025	OLSON FUNERAL	602 N ELIDA ST	OWNER	COM REMODEL	COMM06
25-008	3/25/2025	BOOTH, SEAN/KRISTINA	307 HEEREN DR	OWNER	RES REMODEL	RES10
25-009	3/25/2025	DAVIS, GARY	306 HEEREN DR.	OWNER	RE ROOF	RES12
25-010	3/27/2025	RODERICK, RICHARD & KIMBE	809 STEPHANIE LN.	OWNER	RESIDENTIAL FENCE	RES06

*** TOTALS *** NUMBER OF PROJECTS: 9 VALLUATION: 619,244.82 FEES: 9,973.72



Casper Manheim,
Building Official & Code Enforcement Officer

MONTHLY WATER USAGE 2025

2025 READ CYCLE DATES	CYCLE DAYS	GALLONS PUMPED WELL # 2	GALLONS YTD WELL #2	GALLONS PUMPED WELL # 3	GALLONS YTD WELL #3	GALLONS PUMPED WELL # 4	GALLONS YTD WELL #4	TOTAL GALLONS PUMPED	GALLONS PUMPED YTD	TOTAL GALLONS BILLED FROM REGISTER	GALLONS LESS (PUMPAGE OF Well #2, #3, #4)	GALLONS YTD PER BILLING REGISTER	% FOR MONTH	% YTD	LEAKS & MAIN SERVICE BREAKS
			6,714,000		4,687,900		7,394,000	0	18,795,900		0	17,587,449	#DIV/0!	94%	
			6,714,000		4,687,900		7,394,000	0	18,795,900		0	17,587,449	#DIV/0!	94%	
			6,714,000		4,687,900		7,394,000	0	18,795,900		0	17,587,449	#DIV/0!	94%	
			6,714,000		4,687,900		7,394,000	0	18,795,900		0	17,587,449	#DIV/0!	94%	
			6,714,000		4,687,900		7,394,000	0	18,795,900		0	17,587,449	#DIV/0!	94%	
			6,714,000		4,687,900		7,394,000	0	18,795,900		0	17,587,449	#DIV/0!	94%	
			6,714,000		4,687,900		7,394,000	0	18,795,900		0	17,587,449	#DIV/0!	94%	
			6,714,000		4,687,900		7,394,000	0	18,795,900		0	17,587,449	#DIV/0!	94%	
			6,714,000		4,687,900		7,394,000	0	18,795,900		0	17,587,449	#DIV/0!	94%	
2/25/25 - 03/25/25		2,049,100	6,714,000	1,228,500	4,687,900	2,216,200	7,394,000	5,493,800	18,795,900	10,622,970	5,129,170	17,587,449	93%	94%	
01/29/25 - 02/24/25		1,850,600	4,664,900	1,323,200	3,459,400	2,141,900	5,177,800	5,315,700	13,302,100	10,316,645	5,000,945	12,458,279	94%	94%	
12/19/24 - 01/28/25		2,814,300	2,814,300	2,136,200	2,136,200	3,035,900	3,035,900	7,986,400	7,986,400	15,443,734	7,457,334	7,457,334	93%	93%	

* GALLONS PER BILLING LESS Well #2, Well #3, Well #4 GA. Pumped.

Z:\WATER DEPT\MONTHLY WATER REPORTS\WATER USAGE TABLES\Monthly Water Usage Table 2025

UTILITY BILLING MONTHLY REPORT

MONTHLY REPORT ON PUMPAGE 2025

CYCLE MONTH	GALLONS PUMPED WELL #2	GALLONS YTD WELL #2	GALLONS PUMPED WELL #3	GALLONS YTD WELL #3	GALLONS PUMPED WELL #4	GALLONS YTD WELL #4	GALLONS YTD
December		5,778,000		4,200,000		7,151,000	17,129,000
November		5,778,000		4,200,000		7,151,000	17,129,000
October		5,778,000		4,200,000		7,151,000	17,129,000
September		5,778,000		4,200,000		7,151,000	17,129,000
August		5,778,000		4,200,000		7,151,000	17,129,000
July		5,778,000		4,200,000		7,151,000	17,129,000
June		5,778,000		4,200,000		7,151,000	17,129,000
May		5,778,000		4,200,000		7,151,000	17,129,000
April		5,778,000		4,200,000		7,151,000	17,129,000
March	1,900,000	5,778,000	1,299,000	4,200,000	2,556,000	7,151,000	17,129,000
February	1,827,000	3,878,000	1,330,000	2,901,000	2,191,000	4,595,000	11,374,000
January	2,051,000	2,051,000	1,571,000	1,571,000	2,404,000	2,404,000	6,026,000

(FROM MONTHLY REPORT ON PUMPAGE, CHEMICAL ADDITIONAL AND WATER LEVEL REPORT)

Z:\WATER DEPT\MONTHLY WATER REPORTS\2024 WELL HOUSE PRODUCTION TOTALS

Agenda Item Executive Summary

Item Name	Clayton Court Water Main Looping Bid Acceptance	Committee or Board	Village Board

BUDGET IMPACT			
Amount:	$48,500	*Budgeted:*	Yes
List what fund:	51-44-534		

EXECUTIVE SUMMARY

The Clayton Court Water Main Looping Project, approved originally in the 2024 Operations & Maintenance Budget, aims to enhance water distribution and fire protection in the Village of Winnebago. Fehr Graham has completed the project design and identified the most effective route to eliminate three dead-end water mains, replace two fire hydrants, add two new hydrants, and significantly improve fire flow capacity. This project is expected to triple fire flow rates and ensure compliance with IEPA minimum residual water pressure requirements.

During the planning phase, Fehr Graham discovered that the existing utility easement is only 10 feet wide, which is insufficient for optimal installation. Since McRoberts Street Right-of-Way (R.O.W.) was previously vacated, an expanded easement is required. Fehr Graham has drafted a proposed 15-foot easement within the old R.O.W., and the Village Attorney is currently working on securing approval from the affected property owners.

The easements have since been secured and the project has been sent out to bid. This item will be before the Village Board for formal acceptance of bids before proceeding with construction at the next meeting.

This project is vital for improving water pressure, reliability, and fire protection for the affected area. Fehr Graham's task order has been approved, and work will continue into 2025.

ATTACHMENTS (PLEASE LIST)

Fehr Graham Proposal, Project Route Map

ACTION REQUESTED

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

MOTION: INFORMATION REGARDING BID ACCEPTANCES WILL BE PROVIDED UPON COMPLETION OF THE BIDDING PROCESS.

Staff:	Chad Insko Director of Public Works	Date:	4/16/2025

VILLAGE OF WINNEBAGO

RESOLUTION NO. 2025 - 07 R

A RESOLUTION AUTHORIZING THE VILLAGE OF WINNEBAGO PUBLIC WORKS DEPARTMENT TO CONSTRUCT THE CHURCH AND GOODLING WATER MAIN LOOP IN-HOUSE WITH A NOT-TO-EXCEED AMOUNT OF $60,000

ADOPTED BY THE BOARD OF TRUSTEES

VILLAGE OF WINNEBAGO

THIS 5th DAY OF MARCH, 2025

Published in pamphlet form by authority of the Village Board of Trustees of the Village of Winnebago, Illinois, this _____day of _____, 2025

RESOLUTION NO. 2025- 07

A RESOLUTION AUTHORIZING THE VILLAGE OF WINNEBAGO PUBLIC WORKS DEPARTMENT TO CONSTRUCT THE CHURCH AND GOODLING WATER MAIN LOOP IN-HOUSE WITH A NOT-TO-EXCEED AMOUNT OF $60,000

WHEREAS, the Village of Winnebago ("Village") is committed to improving and maintaining its water infrastructure to ensure reliable service and fire protection for its residents; and

WHEREAS, the Church Street and Goodling Street Water Main Looping Project was previously approved in the 2024 Operations & Maintenance Budget and Fehr Graham Task Order 22-837, which included engineering, design, and construction oversight; and

WHEREAS, this project will eliminate two dead-end water mains, replace two fire hydrants, improve water quality, and enhance fire flow capacity while ensuring compliance with the Illinois Environmental Protection Agency (IEPA) minimum residual water pressure requirements; and

WHEREAS, the Public Works Department has reviewed the project and determined that in-house construction would be the most cost-effective and efficient approach for completing the project; and

WHEREAS, the Village Board desires to authorize the Public Works Department to complete the construction of the Church and Goodling Water Main Loop with a not-to-exceed amount of $60,000 to cover labor, materials, and associated costs;

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Winnebago, Illinois, as follows:

SECTION I – Approval of In House Construction

The Village of Winnebago Public Works Department is hereby authorized to proceed with the in-house construction of the Church and Goodling Water Main Looping Project, including any required bidding, procurement, or contractor engagement necessary to complete the project. The Director of Public Works shall oversee the project's progress and provide necessary updates to the Village Administrator, ensuring adherence to the approved budget and timeline.

SECTION II – Not-To-Exceed Amount

The total project expenditures shall not exceed $60,000, including labor, materials, and other necessary costs related to the completion of the project.

SECTION III - Effective Date

This resolution shall be effective immediately from and after its passage and approval as provided by law.

APPROVED: Franklin J. Eubank

Franklin J. Eubank, Jr., President of the Board
of Trustees of the Village of Winnebago, Illinois

ATTEST:

Sally Jo Huggins

Sally Jo Huggins, Village Clerk

PASSED: 3-5-2025

APPROVED: 3-5-2025

PUBLISHED IN PAMPHLET FORM: _____

FEHR GRAHAM
ENGINEERING & ENVIRONMENTAL

February 7, 2024

Mr. Chad Insko
Village of Winnebago
108 West Main Street
Winnebago, Illinois 61088

RE: Village of Winnebago – Clayton Court Water Main Looping
Additional Services Proposal

Dear Mr. Insko,

Please accept this proposal for additional professional services associated with the above-referenced project. Fehr Graham's original Scope of Services for this project included the preparation of permanent utility easements for the affected parcels surrounding Clayton Court. In late January 2024, a portion of the Village's Public Works property north of this area was conveyed to Four Rivers Sanitation Authority (FRSA) to provide access to their existing pump station (please see attached exhibit for limits of this parcel). This conveyance necessitates that two (2) additional permanent utility easements be created where the proposed water main bisects the FRSA property.

Fehr Graham will provide professional services pertaining to the additional permanent utility easement efforts associated with the below Scope of Services:

SCOPE OF SERVICES

Additional Permanent Utility Easements
Fehr Graham will prepare the legal description and easements for the new FRSA parcel (PIN yet to be created). It is assumed that Fehr Graham will provide the easement exhibits and legal description to the Village Attorney for coordination with FRSA for approval, execution and recording of the respected documentation.

FEES

These additional services can be provided for the lump sum cost of **$1,000.00.**

EXCLUSIONS

The following items are **not** included in the scope of services:

- Boundary Survey Document
- Title search
- Recording fees
- Preparation of easement and/or right-of-way documents outside of those listed above
- Easement Agreement and property owner coordination

**Any of the above services can be performed at an additional cost to the project upon request.*

AUTHORIZATION

We appreciate the opportunity to provide you with this proposal and trust that the information we have provided is in line with your expectations. Please sign the authorization line below to include this proposed scope and fee in the existing contract (*Fehr Graham Project No: 23-1378*) and the associated terms and general conditions.

If you should have any questions, please do not hesitate to contact me directly at (815) 394-4700.

Sincerely,

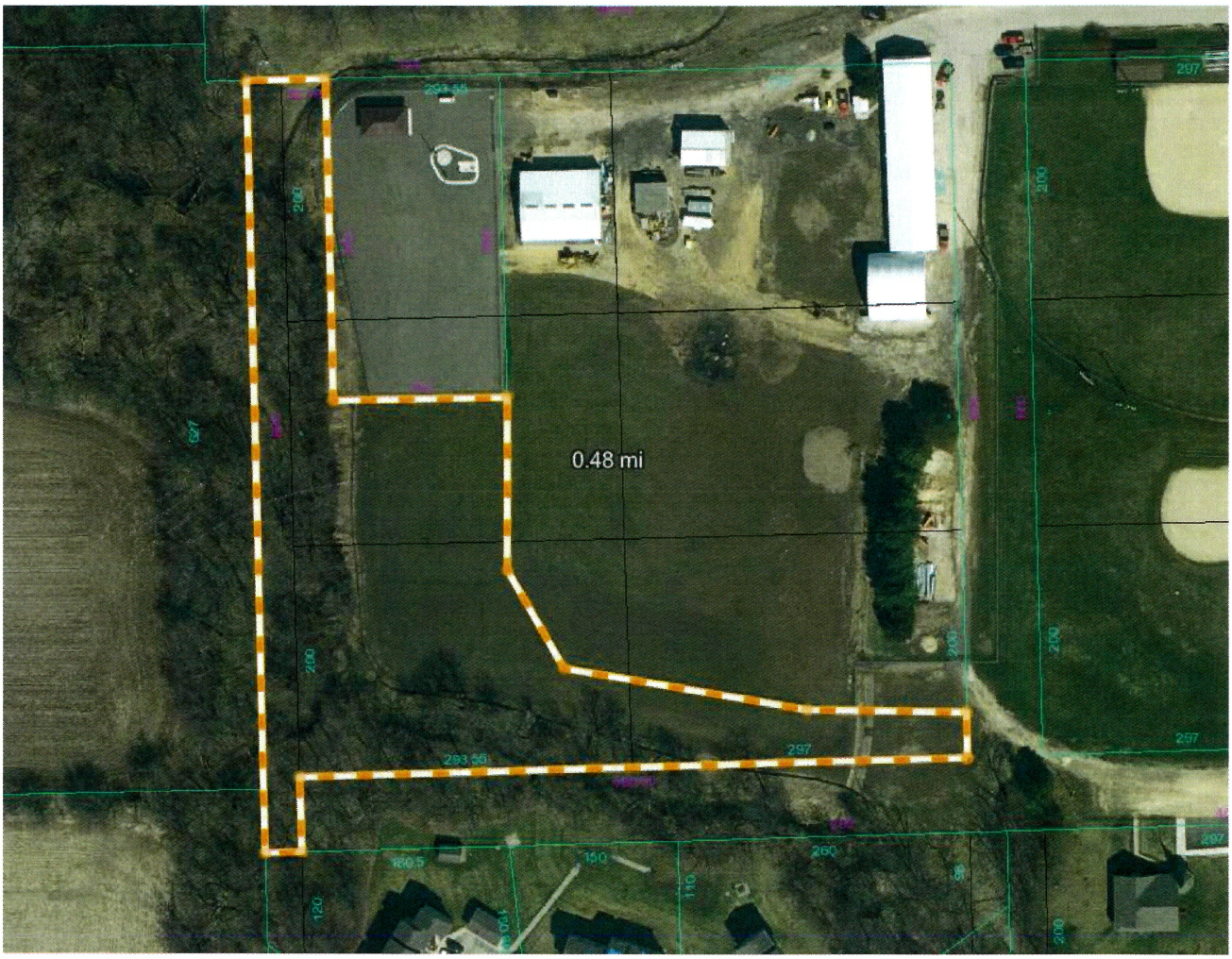
Seth Gronewold, PE
Principal

SWG:adn

Authorization:

_____ **Date:** 2/9/24

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August 21, 2023

Mr. Frank Eubank
Village President
Village of Winnebago
108 West Main Street
Winnebago, Illinois 61088

Re: Clayton Court Water Main Looping
Civil Engineering Design Services Proposal

Dear Mr. Eubank,

Fehr Graham is pleased to provide you with this proposal for professional services associated with the above-referenced project in the Village of Winnebago. Our understanding is that the Village of Winnebago would like to construct a new water main from the western extents of Soper Street to Clayton Court in order to appropriately loop the water distribution system and improve existing fire flow conditions. This route will require jack and bore installation of water main underneath creek crossings. It is understood that this project will be completed with local funding due to the fact that the previously submitted project plan has not yet been approved by IEPA to allow access to the IEPA revolving loan fund.

The proposed water main will be installed within existing Village of Winnebago Property, but an easement is anticipated to be needed between Lots 6 and 7 of the Block 71 Canal Trustee's Final Plat to allow for the looping connection to be made with the existing water main within Clayton Court. This proposed section of the water main will provide improved water quality and pressures to homes in the area and this water main replacement will reinforce the distribution system. It is anticipated that this project will be constructed in 2024. The following details our anticipated Scope of Services to complete the project as described above:

Scope of Services

Topographic and Boundary Survey

Fehr Graham will perform a topographic survey of the proposed project area to establish a roadway centerline and ground elevation profile and obtain an accurate edge of pavement location for the roadway design plans. The topographic survey will include the location of paved areas, spot elevations where needed for planning, location of visible utilities, and setting two permanent benchmarks on the site to be used during construction. Fehr Graham will use this topographic survey and use supplemental lidar data to accurately produce a base drawing for the depicted areas.

All visible structures, utilities, roadways, and sidewalks will be included in said survey. In addition, underground utilities will be identified as needed to assist in the design of the water main extension. It is assumed that the Village of Winnebago will mark the location of the existing water mains prior to the survey taking place so the location of the proposed water main connection points can be accurately depicted on the plans. Property lines will be confirmed as part of this effort to ensure proposed water main looping remains within the limits of Village owned property. A boundary survey document will not be provided as part of this scope of work.

Permanent Utility Easement

Fehr Graham will complete a title search for the two affected parcels (14-08-454-014 & 14-08-454-013) in efforts to create a utility easement. Fehr Graham will prepare the legal description and easements for the two affected parcels. It is assumed that Fehr Graham will provide the easement exhibit and legal description to the Village Attorney for coordination with the residents for approval, execution and recording of the documentation.

Water Main Extension Design

Utilizing the data collected, as well as input from the Village of Winnebago, Fehr Graham will complete detailed design drawings for the proposed water main project. The design includes water main replacement within the limits described above. The project will also include the appropriate water main fixtures (valves, services, hydrants and associated appurtenances) along the replacement limits to accommodate testing requirements, as well as the required site restoration.

We anticipate the following minimum plan sheets to be developed for this project:

- Title, General Notes, and Standard Legend
- Summary of Quantities
- Erosion and Sedimentation Control Plan
- Removal and Replacement Plan
- Water Main Replacement Plan and Profiles
- Standard Detail Drawings

In addition to the detailed design drawings for the water main extension, Fehr Graham will prepare plan-specific and general specifications required for the construction of this project to comply with the requirements of the Village of Winnebago and the IEPA Standards. All engineering drawings and project specifications will be prepared in accordance with general practice and in conformance with the State of Illinois and the Village of Winnebago requirements. A Professional Engineer's Signature and Seal will be affixed on the plans and specifications in accordance with the State of Illinois Department of Professional Regulation requirements.

Permitting - IEPA

Fehr Graham will facilitate the preparation of a construction permit application to be submitted to the Illinois Environmental Protection Agency (IEPA) for review and permit approval for the water system improvements. Fehr Graham will make any necessary plan adjustments per comments received from the IEPA. All revisions will be coordinated with both the Village of Winnebago and the IEPA.

Bidding Documents and Bidding Services

Utilizing the completed design drawings and project specifications, Fehr Graham will prepare a bid package of documents for the solicitation of bids. As part of this process, Fehr Graham will address contractor questions, manage the distribution of bidding documents, prepare, and distribute addendums and clarifications, attend the bid opening, review and tabulate the bids, and provide a bid recommendation to the Village of Winnebago for consideration.

EXCLUSIONS

The following items are **not** included in the Scope of Services proposed herein:

- Boundary Survey Document
- Traffic studies and capacity analysis.
- Environmental and soil remediation services.
- Wetland delineation.
- Permit fees.
- NOI/NPDES Permit (assumed less than one acre of soil disturbance)
- Preparation of easements and/or right-of-way documents outside of those listed above.
- Easement Agreement and property owner coordination.
- As-built survey
- Construction engineering.
- Contract management.
- Construction staking.
- IEPA planning approval
- IEPA Loan Application
- Geotechnical investigation.
- Winnebago County Highway Department coordination.

***Any of the above services can be performed as an additional cost to the project.*

FEES

Based on the information available at this time, Fehr Graham is prepared to provide the Scope of Services described as follows on a lump sum basis:

Engineering Design Fees	
Topographic Survey	$ 9,400
Permanent Utility Easement	$ 1,900
Water Main Extension Design	$ 23,900
Permitting - IEPA	$ 8,400
Bidding Documents & Bidding Services	$ 4,900
Project Total	**$ 48,500**

AUTHORIZATION

I trust that the information we have provided is in line with your expectations. If you would like us to proceed with this project, please sign the attached Agreement for Professional Services and return one copy to my attention.

As always, Fehr Graham is willing to commit the necessary resources to this project to provide timely and competent solutions to assure that this project moves forward. We look forward to working with you on this project. In the interim, should you have any questions regarding this proposal, please feel free to contact me at this office.

Respectfully submitted,

Seth W. Gronewold, PE
Principal

SWG:adn

Enclosure –
Map

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FEHR GRAHAM
1973 | 2023

Client Franklin Eubank, Jr.
Village of Winnebago
108 West Main Street
Winnebago, IL 61088

815.335.2020

Description of Services:

Village of Winnebago - Clayton Court Water Main Looping - Winnebago, IL

Fehr Graham is pleased to provide you with this proposal for professional services associated with the above-referenced project in the Village of Winnebago. Our understanding is that the Village of Winnebago would like to construct a new water main from the western extents of Soper Street to Clayton Court in order to appropriately loop the water distribution system and improve existing fire flow conditions. This route will require jack and bore installation of water main underneath creek crossings. It is

COST:

The fixed fee for performing the above services is $48,500.00

The attached General Conditions are incorporated into and made a part of this Agreement.

ACCEPTED AND AGREED TO:
I/we, the undersigned, authorize Fehr Graham to provide services as outlined above, and also agree that I/we are familiar with and **ACCEPT THE TERMS OF THE ATTACHED GENERAL CONDITIONS.**

CLIENT:		CONSULTANT:	
Signature	_____	By	_____
Name	_____	Name	Seth W. Gronewold
Title	_____	Title	Principal
Date Accepted	_____	Date Proposed	August 18, 2023
			23-1378

1. The Client requests the professional services of Fehr Graham hereinafter called "The Consultant" as described herein.

2. The Consultant agrees to furnish and perform the professional service described in this Agreement in accordance with accepted professional standards. Consultant agrees to provide said services in a timely manner, provided, however, that Consultant shall not be responsible for delays in completing said services that cannot reasonably be foreseen on date hereof or for delays which are caused by factors beyond his control or delays resulting from the actions or inaction of any governmental agency. Consultant makes no warranty, expressed or implied, as to his findings, recommendations, plans and specifications or professional advice except that they were made or prepared in accordance with the generally accepted engineering practices.

3. It is agreed that the professional services described in the Agreement shall be performed for Client's account and that Client will be billed monthly for said services. A 1½% per month service charge will be incurred by Client for any payment due herein and not paid within 30 days of such billing which is

4. The Client and the Consultant each binds himself, his partners, successors, executors, and assigns to the other party to this agreement and to the partners, successor, executors, and assigns of such other party in respect to this agreement.

5. The Client shall be responsible for payment of all costs and expenses incurred by the Consultant for his account, including any such monies that the Consultant may advance for Client's account for purposes consistent with this Agreement.

6. The Consultant reserves the right to withdraw this Agreement if not accepted within 30 days.

7. A claim for lien will be filed within 75 days of the date of an invoice for services (last day of services rendered) unless the account is paid in full or other prior arrangements have been made. All attorney fees incurred by the Consultant due to the filing of said lien or the foreclosure thereof shall be borne by the Client.

   In the event suit must be filed by Consultant for the collection of fees for services rendered, Client will pay all reasonable attorney's fees and court costs.

   If Client defaults in payment of fees or costs due under the terms of this Agreement and Consultant incurs legal expenses as a result of such failure, Client shall be responsible for payment for Consultant's reasonable attorney fees and costs so incurred.

8. The Consultant shall present, for the consideration of the Client, engineering and technical alternatives, based upon its knowledge and experience in accordance with accepted professional standards, with selection of alternatives and final decisions as requested by the client to be the sole responsibility of the Client.

9. Construction Phase Activities (When applicable) - In connection with observations of the work of the Contractor(s) while it is in progress the Consultant shall make visits to the site at intervals appropriate to the various stages of construction as the Consultant deems necessary in Agreement to observe as an experienced and qualified design professional the progress and quality of the various aspects of the Contractor(s)'s work. Based on information obtained during such visits and on such observation, the Consultant shall endeavor to determine in general if such work is proceeding in accordance with the Contract Documents and the Consultant shall keep the Client informed of the progress of the work.

   The purpose of the Consultant's visits to the site will be to enable the Consultant to better carry out the duties and responsibilities assigned to and undertaken by the Consultant during the Construction Phase, and, in addition, by exercise of the Consultant's efforts as an experienced and qualified design professional, to provide for the Client a greater degree of confidence that the completed work of the Contractor(s) will conform generally to the Contract Documents and that the integrity of the design concept as reflected in the Contract Documents has been implemented and preserved by the Contractor(s). The Consultant shall not, during such visits or as a result of such observations of Contractor(s)' work in progress, supervise, direct or have control over Contractor(s)' work nor shall the Consultant have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected by Contractor(s), for safety precautions and programs incident to the work of Contractor(s) or for any failure of Contractor(s) to comply with laws, rules, regulations, ordinances, codes, or orders applicable to Contractors(s) furnishing and performing their work. Accordingly, the Consultant can neither guarantee the performance of the construction contracts by Contractor(s) nor assume responsibility for Contractor(s)' failure to furnish and perform their work in accordance with the Contract Documents.

10. Estimates of Fees – When fees are on a time and material basis the estimated costs required to complete the services to be performed are made on the basis of the Consultant's experience, qualifications, and professional judgment, but are not guaranteed. If the costs appear likely to exceed the estimate in excess of 20%, the Consultant will notify the Client before proceeding. If the Client does not object to the additional costs within seven (7) days of notification, the increased costs shall be deemed approved by the Client.

11. The Consultant is responsible for the safety on site of his own employees. This provision shall not be construed to relieve the Client or the Contractor(s) from their responsibility for maintaining a safe work site. Neither the professional services of the Consultant, nor the presence of his employees or subcontractors shall be construed to imply that the Consultant has any responsibility for any activities on site performed by personnel other than the Consultant's employees or subcontractors.

12. Original survey data, field notes, maps, computations, studies, reports, drawings, specifications and other documents generated by the Consultant are instruments of service and shall remain the property of the Consultant. The Consultant shall provide copies to the Client of all documents specified in the Description of Services.

Any documents generated by the Consultant are for the exclusive use of the Client and any use by third parties or use beyond the in the document shall be at the sole risk of the Client. To the fullest extent permitted by law, the Client shall indemnify, defend and ho Consultant for any loss or damage arising out of the unauthorized use of such documents.

13. No claim may be asserted by either party against the other party unless an action on the claim is commenced within two (2) years after the date of the Consultant's final invoice to the Client.

14. If a Client's Purchase Order form or acknowledgment or similar form is issued to identify the agreement, authorize work, open accounts for invoicing, provide notices, or document change orders, the preprinted terms and condition of said Purchase Order shall be superseded by the terms hereof.

15. Standard of Care – Services performed by Consultant under this agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other representation expressed or implied, and no warranty or guarantee is included or intended in any report, opinion or document under this agreement

16. Liability Insurance – Consultant will maintain such liability insurance as is appropriate for the professional services rendered as described in this Agreement. Consultant shall provide Certificates of Insurance to Client, upon Client's request, in writing.

17. Indemnification and Limitation of Liability – Client and Consultant each agree to indemnify and hold the other harmless, including their respective officers, employees, agents, members, and representatives, from and against liability for all claims, costs, losses, damages and expense, including reasonable attorney's fees, to the extent such claims, losses, damages or expenses are caused by the indemnifying party's acts, errors or omissions.

The Client understands that for the compensation herein provided Consultant cannot expose itself to liabilities disproportionate to the nature and scope hereunder. Therefore, the Client agrees to limit Consultant's liability to the Client arising from Consultant's professional acts, errors or omissions, such that the total aggregate liability of Consultant shall not exceed $50,000 or Consultant's total fee for services rendered on this Project, whichever is less.

18. Allocation of Risk – Consultant and Client acknowledge that, prior to the start of this Agreement, Consultant has not generated, handled, stored, treated, transported, disposed of, or in any way whatsoever taken responsibility for any toxic substance or other material found, identified, or as yet unknown at the Project premises. Consultant and Client further acknowledge and understand that the evaluation, management, and other actions involving toxic or hazardous substances that may be undertaken as part of the Services to be performed by Consultant, including subsurface excavation or sampling, entails uncertainty and risk of injury or damage. Consultant and Client further acknowledge and understand that Consultant has not been retained to serve as an insurer of the safety of the Project to the Client, third parties, or the public.

Client acknowledges that the discovery of certain conditions and/or taking of preventative measures relative to these conditions may result in a reduction of the property's value. Accordingly, Client waives any claim against Consultant and agrees to indemnify, defend, and hold harmless Consultant and its subcontractors, consultants, agents, officers, directors, and employees from any claim or liability for injury or loss allegedly arising from procedures associated with environmental site assessment (ESA) activities or the discovery of actual or suspected hazardous materials or conditions. Client releases Consultant from any claim for damages resulting from or arising out of any pre-existing environmental conditions at the site where the work is being performed which was not directly or indirectly caused by and did not result from, in whole or in part, any act or omission of Consultant or subcontractor, their representatives, agents, employees, and invitees.

If, while performing the Services set forth in any Scope of Services, pollutants are discovered that pose unanticipated or extraordinary risks, it is hereby agreed that the Scope of Services, schedule, and costs will be reconsidered and that this Agreement shall immediately become subject to renegotiation or termination. Client further agrees that such discovery of unanticipated hazardous risks may require Consultant to take immediate measures to protect health and safety or report such discovery as may be required by law or regulation. Consultant shall promptly notify Client upon discovery of such risks. Client, however, hereby authorizes Consultant to take all measures Consultant believes necessary to protect Consultant and Client personnel and the public. Furthermore, Client agrees to compensate Consultant for any additional costs associated with such measures.

19. In the event of legal action to construe or enforce the provisions of this agreement, the prevailing party shall be entitled to collect reasonable attorney fees, court costs and related expenses from the losing party and the court having jurisdiction of the dispute shall be authorized to determine the amount of such fees, costs and expenses and enter judgment thereof.

20. Termination – The obligation to provide further services under this Agreement may be terminated by either party upon seven (7) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. In the event of any termination, Consultant will be paid for all services rendered to the date of receipt of written notice of termination, at Consultant's established chargeout rates, plus for all Reimbursable Expenses including a 15% markup.

21. Provision Severable – The unenforceability or invalidity of any provisions hereof shall not render any other provisions herein contained unenforceable or invalid.

22. Governing Law and Choice of Venue – Client and Consultant agree that this Agreement will be governed by, construed, and enforced in accordance with the laws of the State of Illinois. If there is a lawsuit, Client and Consultant agree that the dispute shall be submitted to the jurisdiction of the Illinois District Court in and for Stephenson County, Illinois.


N Swift St
W Main St
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1,679.73 ft
S Booker St
S Swift St
W Winnebago St
Clayton Ct
W Cunningham St
Cunningham Rd
276
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395
Mcdamyn Cir W
Mcdamyn Cir E
Woodrow St
Mcdamyn Cir
WinGIS

Agenda Item Executive Summary

Item Name	MFT Westfield Project Bid Acceptance	Committee or Board	Board

BUDGET IMPACT			
Amount:	TBD – Awaiting Bids	*Budgeted:*	Yes
List what fund:	MFT		

EXECUTIVE SUMMARY

Following heavy storm events in mid-2024, a structural assessment confirmed that the culvert under Westfield Road was deteriorating, causing roadway settlement and lacking required appropriate side banks or guard rails. Fehr Graham, the Village Engineer, recommended full replacement with a precast concrete box culvert to meet IDOT standards and improve stormwater management.

The Village Board approved the engineering task order on **August 21, 2024**, and included the project in the **2025 MFT program**. On **January 15, 2025**, the Board adopted **Resolution 2025-03R**, formally approving the project.

The project has recently been approved by IDOT and has been sent out to bid. This item will be before the Village Board for formal acceptance of bids before proceeding with construction at the next meeting.

ATTACHMENTS (PLEASE LIST)

Resolution 2025-03R

ACTION REQUESTED

☐For Discussion Only

☐Resolution

☐Ordinance

☒Motion:

MOTION: INFORMATION REGARDING BID ACCEPTANCES WILL BE PROVIDED UPON COMPLETION OF THE BIDDING PROCESS.

Staff:	Chad Insko, Director of Public Works Joseph Dienberg, Village Administrator	Date:	4/16/2025

Illinois Department of Transportation

Resolution for Maintenance Under the Illinois Highway Code

District	County	Resolution Number	Resolution Type	Section Number
2	Winnebago	2025-03R	Original	25-00000-00-GM

BE IT RESOLVED, by the President and Board of Trustees (Governing Body Type) of the Village (Local Public Agency Type) of Winnebago (Name of Local Public Agency) Illinois that there is hereby appropriated the sum of

Three Hundred Thousand and 00/100 Dollars ($300,000.00)

of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of Illinois Highway Code from 01/01/25 (Beginning Date) to 12/31/25 (Ending Date).

BE IT FURTHER RESOLVED, that only those operations as listed and described on the approved Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

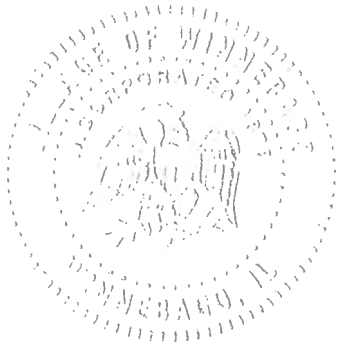
BE IT FURTHER RESOLVED, that Village (Local Public Agency Type) of Winnebago (Name of Local Public Agency) shall submit within three months after the end of the maintenance period as stated above, to the Department of Transportation, on forms available from the Department, a certified statement showing expenditures and the balances remaining in the funds authorized for expenditure by the Department under this appropriation, and

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I Sally Jo Huggins (Name of Clerk) Village (Local Public Agency Type) Clerk in and for said Village (Local Public Agency Type) of Winnebago (Name of Local Public Agency) 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 a resolution adopted by the President and Board of Trustees (Governing Body Type) of Winnebago (Name of Local Public Agency) at a meeting held on 01/15/25 (Date).

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 15th (Day) day of January, 2025 (Month, Year).

(SEAL, if required by the LPA)



Clerk Signature & Date

1-15-2025

APPROVED

Regional Engineer Signature & Date
Department of Transportation

Completed 01/09/25

BLR 14220 (Rev. 12/13/22)

Illinois Department of Transportation

Local Public Agency General Maintenance

Estimate of Maintenance Costs

Submittal Type: Original

District: 2

Estimate of Cost For: Municipality

Local Public Agency	County	Section Number	Maintenance Period Beginning	Ending
Village of Winnebago	Winnebago	25-00000-00-GM	01/01/25	12/31/25

Maintenance Items

Maintenance Operation	Maint Eng Category	Insp. Req.	Material Categories/ Point of Delivery or Work Performed by an Outside Contractor	Unit	Quantity	Unit Cost	Cost	Total Maintenance Operation Cost
Westfield Road	IV	Yes		LS	1	$202,325.25	$202,325.25	$202,325.25
						Total Operation Cost		$202,325.25

Estimate of Maintenance Costs Summary

Maintenance	MFT Funds	RBI Funds	Other Funds	Estimated Costs
Local Public Agency Labor				
Local Public Agency Equipment				
Materials/Contracts(Non Bid Items)				
Materials/Deliver & Install/Materials Quotations (Bid Items)				
Formal Contract (Bid Items)	$202,325.25			$202,325.25
Maintenance Total	$202,325.25			$202,325.25

Estimated Maintenance Eng Costs Summary

Maintenance Engineering	MFT Funds	RBI Funds	Other Funds	Total Est Costs
Preliminary Engineering	$11,366.26		$23,833.74	$35,200.00
Engineering Inspection	$12,139.52			$12,139.52
Material Testing				
Advertising				
Bridge Inspection Engineering				
Maintenance Engineering Total	$23,505.78		$23,833.74	$47,339.52
Total Estimated Maintenance	$225,831.03		$23,833.74	$249,664.77

Remarks

SUBMITTED

Local Public Agency Official Signature & Date: Franklin Eaker 11/5/2025

Title: Village President

County Engineer/Superintendent of Highways Signature & Date

APPROVED

Regional Engineer Signature & Date
Department of Transportation

Completed 01/09/25

BLR 14222 (Rev. 05/26/23)

Estimate of Maintenance Costs

Submittal Type: Original

Local Public Agency	County	Section	Maintenance Period Beginning	Ending
Village of Winnebago	Winnebago	25-00000-00-GM	01/01/25	12/31/25

IDOT Department Use Only

Received Location	Received Date	Additional Location?
		☐

WMFT Entry By	Entry Date

Illinois Department of Transportation

Maintenance Engineering to be Performed by a Consulting Engineer

Local Public Agency	County	Section Number
Village of Winnebago	Winnebago	25-00000-00-GM

The services to be performed by the consulting engineer, pertaining to the various items of work included in the estimated cost of the maintenance operations (BLR 14222), shall consist of the following:

PRELIMINARY ENGINEERING shall include:
Investigation of the condition of the streets or highways for determination (in consultation with the local highway authority) of the maintenance operations to be included in the maintenance program; preparation of the maintenance resolution (BLR 14220 for municipalities and counties), maintenance estimate of cost and, if applicable, proposal; attendance at meetings of the governing body as may reasonably be required; attendance at public letting; preparation of the contract, quotations, and/or acceptance (BLR 12330) form. Also, preparation of the maintenance expenditure statement which must be submitted to IDOT within 3 months of the end of the maintenance period.

ENGINEERING INSPECTION shall include:
Furnishing the engineering field inspection, including preparation of payment estimate for contract, material proposal and/or deliver and install proposal and/or checking material invoices of those maintenance operations requiring engineering field inspection. For operations requiring material testing ensure the testing is completed by a qualified firm.

For furnishing preliminary engineering, the engineer will be paid a base fee PLUS a negotiated fee percentage. Only one base fee can be charged per maintenance period. For furnishing engineering inspection, the engineer will be paid a negotiated fee percentage. The negotiated preliminary engineering fee percentage for each maintenance group shown in the "Schedule of Fees" shall be applied to the total estimated costs of that group. The negotiated fee for engineering inspection for each maintenance group shall be applied to the total final cost of that group for the times which required engineering inspections. In no case shall this be construed to include supervision of the contractor operations.

SCHEDULE OF FEES

Total of all Maintenance Operations:

☐ <= $20,000 Base Fee ____ ☒ > $20,000 Base Fee = $1,250.00

PLUS					
Maintenance Engineering Category	Preliminary Engineering		Engineering Inspection		Operation(s) to be Inspected
	Maximum Fee %	Negotiated Fee %	Maximum Fee %	Negotiated Fee %	
I	NA	NA	NA	NA	NA
IIA	2%		1%		
IIB	3%		3%		
III	4%		4%		
IV	5%	5%	6%	6%	

The LPA certifies that the selection of the ENGINEER was performed in accordance with the Local Government Professional Service Selection Act 50 (ILCS 510/1-510/8) and procedures outlined in Chapter 5 of the DEPARTMENT's Bureau of Local Roads and Streets Manual.

BY:
Local Public Agency Signature & Date
Frankie J. Eaton 11/5/2025
Title
Village President

BY:
Consulting Engineer Signature & Date

Title

P.E. Seal & Date

Approved:
Regional Engineer, IDOT Signature & Date

Completed01/09/25

BLR 05520 (Rev. 07/13/22)

FEHR GRAHAM
ENGINEERING & ENVIRONMENTAL

August 23, 2024

President Frank Eubank
Village President
Village of Winnebago
108 West Main Street
Winnebago, Illinois 61088

RE: Proposal for Professional Services
Resh Farm Drainage Study and Improvements

Dear President Eubank,

We understand the Village intends to replace the box culvert crossing under Westfield Road near the point of stormwater discharge from the Resh Farms subdivision. This replacement will require a topographic survey, the design of a new precast box culvert, a brief drainage review to confirm sizing of the new culvert and bidding documents and services.

The following is the scope of services which Fehr Graham is set to provide:

SCOPE OF SERVICES

Topographic Survey

Fehr Graham will perform a limited topographic survey at the Resh Farms stormwater outlet structure, as well as the area surrounding the box culvert under Westfield Road described above. Accurate edge of pavement locations will be obtained at the Westfield culvert along with visible utilities, and spot elevations where needed for design purposes. A permanent benchmark will be placed on site. Upon completion of the field data collection, GIS data and LIDAR contours from WinGIS will be supplemented into the survey information to create a base surface to work from.

Westfield Culvert Replacement Design

Fehr Graham will prepare the following Final Engineering Services:

- Final Engineering Plans to facilitate replacement of the existing box culvert through the preparation of:
  - Removal Plan.
    - Will indicate the removal of existing box culvert and headwall sections.
  - Site Plan and Details.
    - Proposed plan layouts.
    - Proposed spot elevations.
    - Proposed culvert invert elevations. At this time, it is assumed that the Village is requesting a design for a precast box culvert structure.
    - Proposed pavement section and specification for Westfield Road.
    - Construction Detail Drawings.
  - Soil Erosion and Sedimentation Control Plans.
    - Details and Specifications relating to the work depicted in these drawings.
  - Brief drainage memo justifying culvert sizing based on the drainage area tributary to the culvert assuming the existing Resh Farms detention basin is not detaining to the Winnebago County Stormwater Ordinance requirements.

- Fehr Graham will provide an itemized opinion of probable costs for the proposed improvements upon completion of the design phase for the Village of Winnebago to use in verifying the project budget.

Bidding Documents and Services
Fehr Graham will prepare bidding documents and opinion of probable cost, advertisement of bid documents via QuestCDN, issuance of addendums, evaluation of bids, and recommendation of Contract award to the Village board. This shall also include the attendance and coordination for one (1) pre-bid conference.

EXCLUSIONS

The following items are **not** anticipated to be required as a part of this Scope of Services:

- Environmental or soil remediation services.
- Water and sanitary sewer improvements.
- Civil and structural engineering design relating to the Resh Farms stormwater outlet structure.
- Multiple culvert design options for Westfield Culvert replacement.
- As-built survey.
- National Pollutant Discharge Elimination System Permit and Stormwater Pollution Prevention Plan (assumed less than 1 acre of disturbance).
- Permit fees.
- Archaeological investigations.
- Ecological investigations.
- Preparation of permanent or temporary easements and/or right-of-way acquisition documents.
- Utility coordination.
- Title commitments.
- Construction management and observation services.
- Contract management services.
- Construction staking.
- Boundary survey.
- Design services for scope outside of that listed above.
- Multiple bidding processes.
- Geotechnical borings and reporting.
- Illinois Department of Natural Resources hydrologic and hydraulic study/report and permitting.
- Preliminary bridge design and Hydraulic Report submission to Illinois Department of Transportation (DOT).
- Type, Size, and Location Drawing for culvert structure (Illinois DOT).
- PCSWMM modeling of Resh Farms Subdivision.
- Stormwater modeling of existing Resh Farms stormwater basin.
- Topographic survey of Resh Farms subdivision.

**Any of the above services can be performed at an additional cost to the project upon request.*

FEES

Based on the information available at this time, Fehr Graham is prepared to provide the Scope of Services described as follows on a lump sum basis:

» Topographic Survey	$3,100.00
» Westfield Culvert Replacement Design	$26,600.00
» Bidding Documents and Services	$5,500.00
Total	**$35,200.00**

AUTHORIZATION

We appreciate the opportunity to provide you with this proposal. Please sign and return the attached Agreement for Professional Services, which will serve as your official authorization for us to proceed with the proposed work scope.

I trust that the information we have provided is in line with your expectations. If you should have any questions or concerns, please do not hesitate to contact me in the office at (815) 394-4700.

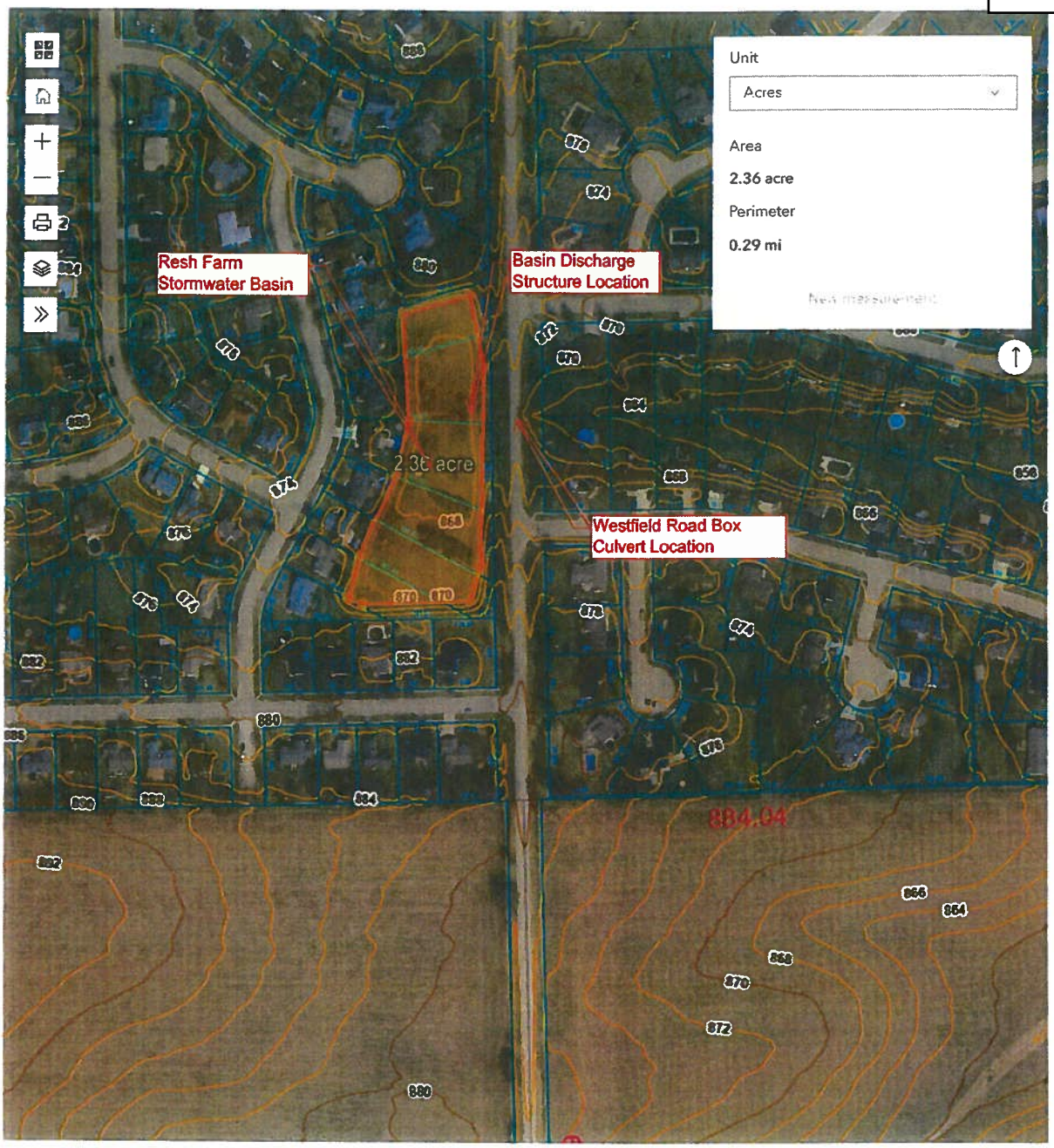
Sincerely,

Seth Gronewold, PE
Principal

SWG:jja

Enclosures
Site Exhibit
Agreement for Professional Services

N:\Proposals\2024\Luke Ziegler\Winnebago, Village of\Resh Farm Stormwater\Reduced Scope Proposal\Winnebago - 2024.08.23 Resh Farm Storm Proposal.docx


Unit
Acres
Area
2.36 acre
Perimeter
0.29 mi
Resh Farm
Stormwater Basin
Basin Discharge
Structure Location
Westfield Road Box
Culvert Location
2.36 acre
884.04
200 ft

FEHR GRAHAM
ENGINEERING & ENVIRONMENTAL

AGREEMENT
FOR PROFESSIONAL SERVICES

Client President Frank Eubank
Village President
Village of Winnebago
108 West Main Street
Winnebago, Illinois 61088

Description of Services:

Village of Winnebago – Resh Farm Drainage Study and Improvements

Fehr Graham will complete the scope of services as outlined in the proposal dated August 23, 2024, included herein.

COST:

Based on the information available at this time, Fehr Graham is prepared to provide the Scope of Services described as follows on a lump sum basis:

» Topographic Survey	$3,100.00
» Westfield Culvert Replacement Design	$26,600.00
» Bidding Documents and Services	$5,500.00
Total	**$35,200.00**

The attached General Conditions are incorporated into and made a part of this Agreement.

ACCEPTED AND AGREED TO:
I/we, the undersigned, authorize Fehr Graham to provide services as outlined above, and also agree that I/we are familiar with and **ACCEPT THE TERMS OF THE ATTACHED GENERAL CONDITIONS.**

CLIENT:		CONSULTANT:	
Signature	Franklin J. Eubank, Jr	By	
Name	Franklin J. Eubank, Jr	Name	Seth Gronewold, PE
Title	Village President	Title	Principal
Date Accepted	9/9/24	Date Proposed	August 23, 2024

24-1570

GENERAL CONDITIONS TO AGREEMENT FOR PROFESSIONAL SERVICES

1. The Client requests the professional services of Fehr Graham hereinafter called "The Consultant" as described herein.

2. The Consultant agrees to furnish and perform the professional service described in this Agreement in accordance with accepted professional standards. Consultant agrees to provide said services in a timely manner, provided, however, that Consultant shall not be responsible for delays in completing said services that cannot reasonably be foreseen on date hereof or for delays which are caused by factors beyond his control or delays resulting from the actions or inaction of any governmental agency. Consultant makes no warranty, expressed or implied, as to his findings, recommendations, plans and specifications or professional advice except that they were made or prepared in accordance with the generally accepted engineering practices.

3. It is agreed that the professional services described in the Agreement shall be performed for Client's account and that Client will be billed monthly for said services. A 1½% per month service charge will be incurred by Client for any payment due herein and not paid within 30 days of such billing which is equal to an ANNUAL PERCENTAGE RATE OF 18%. Partial payments will be first credited to the accrued service charges and then to the principal.

4. The Client and the Consultant each binds himself, his partners, successors, executors, and assigns to the other party to this agreement and to the partners, successor, executors, and assigns of such other party in respect to this agreement.

5. The Client shall be responsible for payment of all costs and expenses incurred by the Consultant for his account, including any such monies that the Consultant may advance for Client's account for purposes consistent with this Agreement.

6. The Consultant reserves the right to withdraw this Agreement if not accepted within 30 days.

7. A claim for lien will be filed within 75 days of the date of an invoice for services (last day of services rendered) unless the account is paid in full or other prior arrangements have been made. All attorney fees incurred by the Consultant due to the filing of said lien or the foreclosure thereof shall be borne by the Client.

   In the event suit must be filed by Consultant for the collection of fees for services rendered, Client will pay all reasonable attorney's fees and court costs.

   If Client defaults in payment of fees or costs due under the terms of this Agreement and Consultant incurs legal expenses as a result of such failure, Client shall be responsible for payment for Consultant's reasonable attorney fees and costs so incurred.

8. The Consultant shall present, for the consideration of the Client, engineering and technical alternatives, based upon its knowledge and experience in accordance with accepted professional standards, with selection of alternatives and final decisions as requested by the client to be the sole responsibility of the Client.

9. Construction Phase Activities (When applicable) - In connection with observations of the work of the Contractor(s) while it is in progress the Consultant shall make visits to the site at intervals appropriate to the various stages of construction as the Consultant deems necessary in Agreement to observe as an experienced and qualified design professional the progress and quality of the various aspects of the Contractor(s)'s work. Based on information obtained during such visits and on such observation, the Consultant shall endeavor to determine in general if such work is proceeding in accordance with the Contract Documents and the Consultant shall keep the Client informed of the progress of the work.

   The purpose of the Consultant's visits to the site will be to enable the Consultant to better carry out the duties and responsibilities assigned to and undertaken by the Consultant during the Construction Phase, and, in addition, by exercise of the Consultant's efforts as an experienced and qualified design professional, to provide for the Client a greater degree of confidence that the completed work of the Contractor(s) will conform generally to the Contract Documents and that the integrity of the design concept as reflected in the Contract Documents has been implemented and preserved by the Contractor(s). The Consultant shall not, during such visits or as a result of such observations of Contractor(s)' work in progress, supervise, direct or have control over Contractor(s)' work nor shall the Consultant have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected by Contractor(s), for safety precautions and programs incident to the work of Contractor(s) or for any failure of Contractor(s) to comply with laws, rules, regulations, ordinances, codes, or orders applicable to Contractors(s) furnishing and performing their work. Accordingly, the Consultant can neither guarantee the performance of the construction contracts by Contractor(s) nor assume responsibility for Contractor(s)' failure to furnish and perform their work in accordance with the Contract Documents.

10. Estimates of Fees – When fees are on a time and material basis the estimated costs required to complete the services to be performed are made on the basis of the Consultant's experience, qualifications, and professional judgment, but are not guaranteed. If the costs appear likely to exceed the estimate in excess of 20%, the Consultant will notify the Client before proceeding. If the Client does not object to the additional costs within seven (7) days of notification, the increased costs shall be deemed approved by the Client.

11. The Consultant is responsible for the safety on site of his own employees. This provision shall not be construed to relieve the Client or the Contractor(s) from their responsibility for maintaining a safe work site. Neither the professional services of the Consultant, nor the presence of his employees or subcontractors shall be construed to imply that the Consultant has any responsibility for any activities on site performed by personnel other than the Consultant's employees or subcontractors.

12. Original survey data, field notes, maps, computations, studies, reports, drawings, specifications and other documents generated by the Consultant are instruments of service and shall remain the property of the Consultant. The Consultant shall provide copies to the Client of all documents specified in the Description of Services.

Any documents generated by the Consultant are for the exclusive use of the Client and any use by third parties or use beyond the int[illegible] of the document shall be at the sole risk of the Client. To the fullest extent permitted by law, the Client shall indemnify, defend and hold harmless the Consultant for any loss or damage arising out of the unauthorized use of such documents.

13. No claim may be asserted by either party against the other party unless an action on the claim is commenced within two (2) years after the date of the Consultant's final invoice to the Client.

14. If a Client's Purchase Order form or acknowledgment or similar form is issued to identify the agreement, authorize work, open accounts for invoicing, provide notices, or document change orders, the preprinted terms and condition of said Purchase Order shall be superseded by the terms hereof.

15. Standard of Care – Services performed by Consultant under this agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other representation expressed or implied, and no warranty or guarantee is included or intended in any report, opinion or document under this agreement.

16. Liability Insurance – Consultant will maintain such liability insurance as is appropriate for the professional services rendered as described in this Agreement. Consultant shall provide Certificates of Insurance to Client, upon Client's request, in writing.

17. Indemnification and Limitation of Liability – Client and Consultant each agree to indemnify and hold the other harmless, including their respective officers, employees, agents, members, and representatives, from and against liability for all claims, costs, losses, damages and expense, including reasonable attorney's fees, to the extent such claims, losses, damages or expenses are caused by the indemnifying party's acts, errors or omissions.

    The Client understands that for the compensation herein provided Consultant cannot expose itself to liabilities disproportionate to the nature and scope hereunder. Therefore, the Client agrees to limit Consultant's liability to the Client arising from Consultant's professional acts, errors or omissions, such that the total aggregate liability of Consultant shall not exceed $50,000 or Consultant's total fee for services rendered on this Project, whichever is less.

18. Allocation of Risk – Consultant and Client acknowledge that, prior to the start of this Agreement, Consultant has not generated, handled, stored, treated, transported, disposed of, or in any way whatsoever taken responsibility for any toxic substance or other material found, identified, or as yet unknown at the Project premises. Consultant and Client further acknowledge and understand that the evaluation, management, and other actions involving toxic or hazardous substances that may be undertaken as part of the Services to be performed by Consultant, including subsurface excavation or sampling, entails uncertainty and risk of injury or damage. Consultant and Client further acknowledge and understand that Consultant has not been retained to serve as an insurer of the safety of the Project to the Client, third parties, or the public.

    Client acknowledges that the discovery of certain conditions and/or taking of preventative measures relative to these conditions may result in a reduction of the property's value. Accordingly, Client waives any claim against Consultant and agrees to indemnify, defend, and hold harmless Consultant and its subcontractors, consultants, agents, officers, directors, and employees from any claim or liability for injury or loss allegedly arising from procedures associated with environmental site assessment (ESA) activities or the discovery of actual or suspected hazardous materials or conditions. Client releases Consultant from any claim for damages resulting from or arising out of any pre-existing environmental conditions at the site where the work is being performed which was not directly or indirectly caused by and did not result from, in whole or in part, any act or omission of Consultant or subcontractor, their representatives, agents, employees, and invitees.

    If, while performing the Services set forth in any Scope of Services, pollutants are discovered that pose unanticipated or extraordinary risks, it is hereby agreed that the Scope of Services, schedule, and costs will be reconsidered and that this Agreement shall immediately become subject to renegotiation or termination. Client further agrees that such discovery of unanticipated hazardous risks may require Consultant to take immediate measures to protect health and safety or report such discovery as may be required by law or regulation. Consultant shall promptly notify Client upon discovery of such risks. Client, however, hereby authorizes Consultant to take all measures Consultant believes necessary to protect Consultant and Client personnel and the public. Furthermore, Client agrees to compensate Consultant for any additional costs associated with such measures.

19. In the event of legal action to construe or enforce the provisions of this agreement, the prevailing party shall be entitled to collect reasonable attorney fees, court costs and related expenses from the losing party and the court having jurisdiction of the dispute shall be authorized to determine the amount of such fees, costs and expenses and enter judgment thereof.

20. Assignment - Neither party to this Agreement shall, without the prior written consent of the other party, which shall not be unreasonably withheld, assign the benefit or in any way transfer its obligations under this Agreement or any part hereof; provided, however, either Party may freely assign this Agreement to a parent, subsidiary or affiliate without the other party's consent. This Agreement shall inure to the benefit of and be binding upon the parties hereto, and except as otherwise provided herein, upon their executors, administrators, successors, and assigns.

21. Termination – The obligation to provide further services under this Agreement may be terminated by either party upon seven (7) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. In the event of any termination, Consultant will be paid for all services rendered to the date of receipt of written notice of termination, at Consultant's established chargeout rates, plus for all Reimbursable Expenses including a 15% markup.

22. Provision Severable – The unenforceability or invalidity of any provisions hereof shall not render any other provisions herein contained unenforceable or invalid.

23. Governing Law and Choice of Venue – Client and Consultant agree that this Agreement will be governed by, construed, and enforced in accordance with the laws of the State of Illinois. If there is a lawsuit, Client and Consultant agree that the dispute shall be submitted to the jurisdiction of the Illinois District Court in and for Stephenson County, Illinois.

Agenda Item Executive Summary

Item Name	2025 WATER PROJECT – IEPA SRLF PROJECT SWIFT/WINNEBAGO/CUNNINGHAM/SOPER	Committee or Board	Village Board

BUDGET IMPACT			
Amount:	$48,500	*Budgeted:*	Yes
List what fund:	51-44-534		

EXECUTIVE SUMMARY

The Village Board approved an ordinance at the December 9, 2024, meeting authorizing the Village of Winnebago to borrow funds from the Public Water Supply Loan Program. This ordinance allows the Village to proceed with securing financing for critical water infrastructure improvements.

Fehr Graham, as the Village Engineer, is currently in the process of designing the project. Once the design is finalized and the loan is awarded, the Board will be asked to approve the acceptance of construction bids and complete the next steps of the loan process.

This project represents a significant investment in the Village's water infrastructure and is a necessary step in ensuring a reliable and sustainable water supply for the community.

ATTACHMENTS (PLEASE LIST)

Fehr Graham Proposal

ACTION REQUESTED

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

MOTION: INFORMATION REGARDING BID ACCEPTANCES WILL BE PROVIDED UPON COMPLETION OF THE BIDDING PROCESS.

Staff: Chad Insko Director of Public Works Date: 4/16/2025

FEHR GRAHAM
ENGINEERING & ENVIRONMENTAL

June 27, 2024

Mr. Frank Eubank
Village President
Village of Winnebago
108 West Main Street
Winnebago, Illinois 61088

RE: Cunningham Road Water Main Replacement
Civil Engineering Design Services Proposal

Dear President Eubank,

Fehr Graham is pleased to present you with the following proposal for professional services associated with the above-referenced project in the Village of Winnebago. In a previous project for the Village pertaining to water main replacement along Cunningham Road and connecting streets (Fehr Graham Project Number: 20-341), agreement signed on April 2, 2020, Fehr Graham's original Scope of Services included the necessary revisions/updates to a previously completed design plan set to reach permitting standards, preparation and submittal of Illinois Department of Commerce & Development (DCEO) funding documents, as well as permitting efforts through the Illinois Environmental Protection Agency (IEPA) and Winnebago County. The project currently has expired permits, out-of-date construction cost estimates, and was never advanced to a bid ready condition for plans and specifications. In addition, it is now the Village's intent to apply for IEPA Public Water Supply Loan Program funding to complete this project.

Fehr Graham will provide professional services pertaining to project funding, permitting and bidding as described in the below Scope of Services:

SCOPE OF SERVICES

IEPA Construction Permit Extension

Fehr Graham will coordinate with the IEPA to facilitate an extension to the previously approved Public Water Supply Construction Permit issued July 22, 2020, and was subsequently renewed one time after initial approval.

Winnebago County Highway Department Permitting

Fehr Graham will coordinate permitting efforts with the Winnebago County Highway Department regarding the water main replacement and associated repairs within the Cunningham Road Right-of-Way, facilitating the submittal of a utility permit application and all supporting documentation for County review and approval. An original submission was provided, but approval was not granted as it was originally discussed that the County would provide feedback if Rebuild Illinois grant funding were appropriated to this project.

IEPA Loan Application

A formal bypass funding loan application must also be prepared and submitted to the IEPA Financial Section and ultimately approved. This application includes various documentation that involves, but is not limited to, approved local resolutions/ordinances, financial data, environmental studies and reviews, and legal review and opinion. The end result of this loan application will be an approved loan

commitment from the IEPA for the subject project. At loan commitment, the Village has assurance that all eligible costs to construct the physical improvements as well as design and construction engineering fees associated with the project will be covered by loan disbursements on an as-needed basis, should the Village decide to proceed. All fees associated with the Loan Application will need to be paid upfront and reimbursed when the loan is approved. Because the Village was not placed on the FY2025 intended funding list, there is a chance that bypass funding will not be appropriated for FY2025.

Bidding Plan and Specification Revisions

Utilizing the permitting plans and specifications created in 2020 for the project, Fehr Graham will complete the necessary updates to meet current bidding and permitting requirements. Based on discussion with the Village, there is no desire for an updated survey, but a new Design JULIE will be completed to pick up any provided utility adjustment information that can be provided by the franchise utilities within the project limits. It is assumed that the Village is not anticipating adjustments to the most recent alignment for the proposed water main. Should adjustments be required, additional may be necessary. The following items will be completed as part of this scope item:

- Design updates to comply with current IEPA and Winnebago County permitting requirements
- Updated summary of quantities and pay items
- Conversion of permit plans to bid/construction ready plans with associated details, notes and labeling.
- Revised Engineer's opinion of probable cost
- Updated contract documents for bidding
- Project special provisions for bidding
- Submission of plans to Four Rivers Sanitation Authority for project concurrence and coordination.

Due to the fact that there is more than 1 acre of anticipated disturbance for this project, Fehr Graham will also create a stormwater pollution prevention plan (SWPPP) and submit to IEPA for NPDES stormwater construction permit approval.

The construction cost for this project is expected to be nearly $1.0 million but will be confirmed once the plans reach a bidding condition.

Bidding Documents and Services

Utilizing the completed design drawings and project specifications, Fehr Graham will prepare a bid package of documents for the solicitation of bids. Prior to going out for bid a review of the complete bidding document package must be submitted and approved by IEPA.

As part of this process, Fehr Graham will address Contractor questions, manage the distribution of bidding documents, prepare and distribute addendums and clarifications, attend a pre-bid meeting, attend the bid opening, review and tabulate the bids, and provide a bid recommendation to the Village of Winnebago for consideration in compliance with IEPA Public Water Supply Loan Program requirements. Upon completion of bidding, Fehr Graham will complete a bid certification checklist and submit all necessary documentation to the IEPA to allow for the loan agreement to be written and provided to the Village for execution.

EXCLUSIONS

The following items are **not** included in the scope of services:

- Topographic and Boundary surveys
- Environmental or soil remediation services
- Archaeological investigations
- Ecological investigations
- Preparation of permanent or temporary easements and/or right-of-way acquisition documents
- Title Commitments
- Construction engineering
- Contract management
- Construction staking
- Geotechnical investigation
- Funding applications or administration beyond IEPA public water supply loan program application.
- Traffic control plans and/or staging plans. It is assumed this project will allow for road closures as necessary.
- Water main design beyond the currently proposed alignment within the most recent permit plans.
- Franchise utility relocation coordination.

**Any of the above services can be performed at an additional cost to the project upon request.*

FEES

Based on the information available at this time, Fehr Graham is prepared to provide the Scope of Services described as follows on a lump sum basis:

Engineering Design Fees

• IEPA Construction Permit Extension	$750.00
• Winnebago Co. Hwy Dept. Permitting	$3,100.00
• IEPA Loan Application	$10,200.00
• Bidding Plan and Specification Revisions	$23,650.00
• Bidding Documents and Services	$9,400.00
Total	**$47,100.00**

AUTHORIZATION

I trust that the information we have provided is in line with your expectations. If you would like us to proceed with the above project, please sign the attached Agreement for Professional Services and return one (1) copy to my attention.

As always, Fehr Graham is willing to commit the necessary resources to this project and provide timely and competent solutions to assure that this project moves forward. We look forward to working with the Village on this project. If you should have any questions, please do not hesitate to contact me directly at (815) 394-4700.

Sincerely,



Seth Gronewold, PE
Principal

SWG:adn

Enclosure –
Agreement for Professional Services

FEHR GRAHAM
ENGINEERING & ENVIRONMENTAL

Client Frank Eubank
Village of Winnebago
108 West Main Street
Winnebago, IL 61108

815.335.2020

Description of Services:

Village of Winnebago - Engineering Services for Cunningham Road Water Main Replacement in Winnebago, IL

Fehr Graham will provide professional services as related to the above-referenced project in the Village of Winnebago, as detailed in the proposal letter, dated on June 27, 2024.

COST:

The fixed fee for performing the above services is $47,100.00

The attached General Conditions are incorporated into and made a part of this Agreement.

ACCEPTED AND AGREED TO:
I/we, the undersigned, authorize Fehr Graham to provide services as outlined above, and also agree that I/we are familiar with and **ACCEPT THE TERMS OF THE ATTACHED GENERAL CONDITIONS.**

CLIENT:		CONSULTANT:	
Signature	Franklin J Eubank Jr	By	
Name	Franklin J. Eubank, Jr.	Name	Seth W. Gronewold
Title	Village President	Title	Principal
Date Accepted	July 16, 2024	Date Proposed	June 27, 2024
			24-1255

GENERAL CONDITIONS TO AGREEMENT FOR PROFESSIONAL SERVICES

1. The Client requests the professional services of Fehr Graham hereinafter called "The Consultant" as described herein.

2. The Consultant agrees to furnish and perform the professional service described in this Agreement in accordance with accepted professional standards. Consultant agrees to provide said services in a timely manner, provided, however, that Consultant shall not be responsible for delays in completing said services that cannot reasonably be foreseen on date hereof or for delays which are caused by factors beyond his control or delays resulting from the actions or inaction of any governmental agency. Consultant makes no warranty, expressed or implied, as to his findings, recommendations, plans and specifications or professional advice except that they were made or prepared in accordance with the generally accepted engineering practices.

3. It is agreed that the professional services described in the Agreement shall be performed for Client's account and that Client will be billed monthly for said services. A 1½% per month service charge will be incurred by Client for any payment due herein and not paid within 30 days of such billing which is equal to an ANNUAL PERCENTAGE RATE OF 18%. Partial payments will be first credited to the accrued service charges and then to the principal.

4. The Client and the Consultant each binds himself, his partners, successors, executors, and assigns to the other party to this agreement and to the partners, successor, executors, and assigns of such other party in respect to this agreement.

5. The Client shall be responsible for payment of all costs and expenses incurred by the Consultant for his account, including any such monies that the Consultant may advance for Client's account for purposes consistent with this Agreement.

6. The Consultant reserves the right to withdraw this Agreement if not accepted within 30 days.

7. A claim for lien will be filed within 75 days of the date of an invoice for services (last day of services rendered) unless the account is paid in full or other prior arrangements have been made. All attorney fees incurred by the Consultant due to the filing of said lien or the foreclosure thereof shall be borne by the Client.

   In the event suit must be filed by Consultant for the collection of fees for services rendered, Client will pay all reasonable attorney's fees and court costs.

   If Client defaults in payment of fees or costs due under the terms of this Agreement and Consultant incurs legal expenses as a result of such failure, Client shall be responsible for payment for Consultant's reasonable attorney fees and costs so incurred.

8. The Consultant shall present, for the consideration of the Client, engineering and technical alternatives, based upon its knowledge and experience in accordance with accepted professional standards, with selection of alternatives and final decisions as requested by the client to be the sole responsibility of the Client.

9. Construction Phase Activities (When applicable) - In connection with observations of the work of the Contractor(s) while it is in progress the Consultant shall make visits to the site at intervals appropriate to the various stages of construction as the Consultant deems necessary in Agreement to observe as an experienced and qualified design professional the progress and quality of the various aspects of the Contractor(s)'s work. Based on information obtained during such visits and on such observation, the Consultant shall endeavor to determine in general if such work is proceeding in accordance with the Contract Documents and the Consultant shall keep the Client informed of the progress of the work.

   The purpose of the Consultant's visits to the site will be to enable the Consultant to better carry out the duties and responsibilities assigned to and undertaken by the Consultant during the Construction Phase, and, in addition, by exercise of the Consultant's efforts as an experienced and qualified design professional, to provide for the Client a greater degree of confidence that the completed work of the Contractor(s) will conform generally to the Contract Documents and that the integrity of the design concept as reflected in the Contract Documents has been implemented and preserved by the Contractor(s). The Consultant shall not, during such visits or as a result of such observations of Contractor(s)' work in progress, supervise, direct or have control over Contractor(s)' work nor shall the Consultant have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected by Contractor(s), for safety precautions and programs incident to the work of Contractor(s) or for any failure of Contractor(s) to comply with laws, rules, regulations, ordinances, codes, or orders applicable to Contractors(s) furnishing and performing their work. Accordingly, the Consultant can neither guarantee the performance of the construction contracts by Contractor(s) nor assume responsibility for Contractor(s)' failure to furnish and perform their work in accordance with the Contract Documents.

10. Estimates of Fees – When fees are on a time and material basis the estimated costs required to complete the services to be performed are made on the basis of the Consultant's experience, qualifications, and professional judgment, but are not guaranteed. If the costs appear likely to exceed the estimate in excess of 20%, the Consultant will notify the Client before proceeding. If the Client does not object to the additional costs within seven (7) days of notification, the increased costs shall be deemed approved by the Client.

11. The Consultant is responsible for the safety on site of his own employees. This provision shall not be construed to relieve the Client or the Contractor(s) from their responsibility for maintaining a safe work site. Neither the professional services of the Consultant, nor the presence of his employees or subcontractors shall be construed to imply that the Consultant has any responsibility for any activities on site performed by personnel other than the Consultant's employees or subcontractors.

12. Original survey data, field notes, maps, computations, studies, reports, drawings, specifications and other documents generated by the Consultant are instruments of service and shall remain the property of the Consultant. The Consultant shall provide copies to the Client of all documents specified in the Description of Services.

Any documents generated by the Consultant are for the exclusive use of the Client and any use by third parties or use beyond the of the document shall be at the sole risk of the Client. To the fullest extent permitted by law, the Client shall indemnify, defend and hold harmless the Consultant for any loss or damage arising out of the unauthorized use of such documents.

13. No claim may be asserted by either party against the other party unless an action on the claim is commenced within two (2) years after the date of the Consultant's final invoice to the Client.

14. If a Client's Purchase Order form or acknowledgment or similar form is issued to identify the agreement, authorize work, open accounts for invoicing, provide notices, or document change orders, the preprinted terms and condition of said Purchase Order shall be superseded by the terms hereof.

15. Standard of Care – Services performed by Consultant under this agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other representation expressed or implied, and no warranty or guarantee is included or intended in any report, opinion or document under this agreement.

16. Liability Insurance – Consultant will maintain such liability insurance as is appropriate for the professional services rendered as described in this Agreement. Consultant shall provide Certificates of Insurance to Client, upon Client's request, in writing.

17. Indemnification and Limitation of Liability – Client and Consultant each agree to indemnify and hold the other harmless, including their respective officers, employees, agents, members, and representatives, from and against liability for all claims, costs, losses, damages and expense, including reasonable attorney's fees, to the extent such claims, losses, damages or expenses are caused by the indemnifying party's acts, errors or omissions. The Client understands that for the compensation herein provided Consultant cannot expose itself to liabilities disproportionate to the nature and scope hereunder. Therefore, the Client agrees to limit Consultant's liability to the Client arising from Consultant's professional acts, errors or omissions, such that the total aggregate liability of Consultant shall not exceed $50,000 or Consultant's total fee for services rendered on this Project, whichever is less.

18. *IEPA Loan Project – The Owner intends to fund the design engineering services of the Engineer with a loan from the Illinois Environmental Protection Agency. In order to meet the rules of the IEPA Loan Program, the following provisions from Section 662.630 Contracts for Personal and Professional Services; Illinois Environmental Protection Agency, shall be followed:*

All Subagreements for personal and professional services for design or construction expected to exceed $25,000 in the aggregate shall include the following subagreement provisions:

a) *Subagreements for personal and professional construction services shall include:*

1) *Evidence, such as, but not limited to, a copy of the advertisement or advertisements and the record of negotiation in accordance with 40 CFR Part 33 that affirmative steps have been taken to assure that disadvantaged business enterprises are used when possible as sources of supplies, equipment, construction, and services consistent with the provisions of the Agency's Operating Agreement with USEPA.*

The ENGINEER agrees to take affirmative steps to assure that disadvantaged business enterprises are utilized when possible as sources of supplies, equipment, construction and services in accordance with the Public Water Supply Loan Program rules. As required by the award conditions of USEPA's Assistance Agreement with IEPA, the ENGINEER acknowledges that the fair share percentages are 5% for MBE's and 12% for WBE's.

2) *An audit and access to records clause that provides as follows:*

A) *Subsections (a)(2)(B) through (E) shall be included in all contracts and all subcontracts directly related to project services that are in excess of $25,000.*

B) *Books, records, documents and other evidence directly pertinent to performance of PWSLP loan work under this agreement shall be maintained consistent with generally accepted accounting standards in accordance with the American Institute of Certified Public Accountants Professional Standards. The Agency or any of its authorized representatives shall have access to the books, records, documents and other evidence for the purposes of inspection, audit and copying. Facilities shall be provided for access and inspection.*

C) *Audits conducted pursuant to this provision shall be in accordance with generally accepted auditing standards.*

D) *All information and reports resulting from access to records pursuant to subsection (a)(2)(B) shall be disclosed to the Agency. The auditing agency shall afford the engineer an opportunity for an audit exit conference and an opportunity to comment on the pertinent portions of the draft audit report. The final audit report shall include the written comments, if any, of the audited parties.*

E) *Records under subsection (a)(2)(B) shall be maintained and made available during performance of project services under this agreement and for three years after the final loan closing. In addition, those records that relate to any dispute pursuant to Section 369.650 (Disputes) of this Subpart, litigation, the settlement of claims arising out of project performance, costs or items to which an audit exception has been taken shall be maintained and made available for three years after the resolution of the appeal litigation, claim or exception.*

3) *A covenant against contingent fees clause as follows:*

"The professional services contractor warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bonafide employees. For breach or violation of this warranty, the loan recipient shall have the right to annul this agreement without liability or in its discretion to deduct from the contract price or consideration or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee."

4) *A "Certification Regarding Debarment, Suspension, and Other Responsibility Matters" (EPA Form 5700-49) s with federal Executive Order 12549 (Appendix A, Exhibit A).*

The Consultant certifies that the person or persons performing the services for the loan project have not been debarred or suspended in accordance with federal EO12549.

5) *A description of the scope and extent of the project work (See City's Work Order).*

6) *The schedule for performance and completion of the contract work including, where appropriate, dates for completion of significant project tasks (See City's Work Order).*

7) *A method of compensation (see City's Work Order).*

8) *The ENGINEER shall not discriminate on the basis of race, color, or national origin or sex in the performance of this contract. The ENGINEER shall carry out the applicable requirements of 40 CFR Part 33 in the award and administration of contracts awarded under EPA financial assistance agreements. Failure by the ENGINEER to carry out these requirements is a material breach of this contract which may result in termination of this contract or other legally available remedies.*

b) *Subagreements for personal and professional design services shall include the subagreement provisions contained in subsections (a)(2) through (a)(4). In addition, the subagreements shall be accompanied by a statement regarding the use of disadvantaged business enterprises during the design service phase.*

c) *If, at the time of contract execution, any of the elements required in this Section 662.630 cannot be defined adequately for later tasks, those tasks shall not be included in the contract at that time.*

d) *Construction Engineering work will be completed by_____.*

19. Allocation of Risk – Consultant and Client acknowledge that, prior to the start of this Agreement, Consultant has not generated, handled, stored, treated, transported, disposed of, or in any way whatsoever taken responsibility for any toxic substance or other material found, identified, or as yet unknown at the Project premises. Consultant and Client further acknowledge and understand that the evaluation, management, and other actions involving toxic or hazardous substances that may be undertaken as part of the Services to be performed by Consultant, including subsurface excavation or sampling, entails uncertainty and risk of injury or damage. Consultant and Client further acknowledge and understand that Consultant has not been retained to serve as an insurer of the safety of the Project to the Client, third parties, or the public.

    Client acknowledges that the discovery of certain conditions and/or taking of preventative measures relative to these conditions may result in a reduction of the property's value. Accordingly, Client waives any claim against Consultant and agrees to indemnify, defend, and hold harmless Consultant and its subcontractors, consultants, agents, officers, directors, and employees from any claim or liability for injury or loss allegedly arising from procedures associated with environmental site assessment (ESA) activities or the discovery of actual or suspected hazardous materials or conditions. Client releases Consultant from any claim for damages resulting from or arising out of any pre-existing environmental conditions at the site where the work is being performed which was not directly or indirectly caused by and did not result from, in whole or in part, any act or omission of Consultant or subcontractor, their representatives, agents, employees, and invitees.

    If, while performing the Services set forth in any Scope of Services, pollutants are discovered that pose unanticipated or extraordinary risks, it is hereby agreed that the Scope of Services, schedule, and costs will be reconsidered and that this Agreement shall immediately become subject to renegotiation or termination. Client further agrees that such discovery of unanticipated hazardous risks may require Consultant to take immediate measures to protect health and safety or report such discovery as may be required by law or regulation. Consultant shall promptly notify Client upon discovery of such risks. Client, however, hereby authorizes Consultant to take all measures Consultant believes necessary to protect Consultant and Client personnel and the public. Furthermore, Client agrees to compensate Consultant for any additional costs associated with such measures.

20. In the event of legal action to construe or enforce the provisions of this agreement, the prevailing party shall be entitled to collect reasonable attorney fees, court costs and related expenses from the losing party and the court having jurisdiction of the dispute shall be authorized to determine the amount of such fees, costs and expenses and enter judgment thereof.

21. Assignment - Neither party to this Agreement shall, without the prior written consent of the other party, which shall not be unreasonably withheld, assign the benefit or in any way transfer its obligations under this Agreement or any part hereof; provided, however, either Party may freely assign this Agreement to a parent, subsidiary or affiliate without the other party's consent. This Agreement shall inure to the benefit of and be binding upon the parties hereto, and except as otherwise provided herein, upon their executors, administrators, successors, and assigns.

22. Termination – The obligation to provide further services under this Agreement may be terminated by either party upon seven (7) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. In the event of any termination, Consultant will be paid for all services rendered to the date of receipt of written notice of termination, at Consultant's established chargeout rates, plus for all Reimbursable Expenses including a 15% markup.

23. Provision Severable – The unenforceability or invalidity of any provisions hereof shall not render any other provisions herein contained unenforceable or invalid.

24. Governing Law and Choice of Venue – Client and Consultant agree that this Agreement will be governed by, construed, and enforced in accordance with the laws of the State of Illinois. If there is a lawsuit, Client and Consultant agree that the dispute shall be submitted to the jurisdiction of the Illinois District Court in and for Stephenson County, Illinois.

Agenda Item Executive Summary

Item Name	Purchase of zero turn lawn mower	Committee or Board	Board

BUDGET IMPACT			
Amount:	Not to exceed $14,000.00	*Budgeted:*	$18,000.00
List what fund:	Streets large equipment 01-42-831 & O/M 51-44-831 50%		

EXECUTIVE SUMMARY

The Village of Winnebago is committed to maintaining its public grounds, parks, and green spaces to a high standard of safety and efficiency. To support this commitment, the Village has identified the need to replace its aging lawn maintenance equipment, which no longer meets the necessary performance and reliability standards.

As part of the 2025 Budget, funds were allocated—split between Operations & Maintenance and the Streets Department—for the acquisition of a new zero-turn lawn mower. After soliciting and evaluating multiple quotes from reputable vendors, and following a series of test drives, the Public Works Department has recommended the purchase of a **Bad Boy Rogue BRG61385KA 61" Kawasaki FX1000 EFI 38.5 HP zero-turn lawn mower** from **Meridian Implement Company**. The recommended mower was selected based on performance, reliability, and overall value.

The purchase price of **$12,639.00**, with no trade-in, falls within the budgeted limit of **$14,000.00**. This resolution formally authorizes the acquisition and directs the Public Works Department to proceed with the purchase in accordance with established procurement procedures.

This equipment upgrade will improve the efficiency and quality of lawn maintenance services provided to the community.

ATTACHMENTS (PLEASE LIST)

Draft Resolution, Quotes from Cherry Valley landscaping, Peabudy's North, and Meridian Implement

ACTION REQUESTED

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

MOTION: I MOVE TO APPROVE RESOLUTION 2025 - ___R, A RESOLUTION TO PURCHASE A NEW ZERO-TURN LAWN MOWER AT A PRICE NOT TO EXCEED $14,000.00

Staff:	Chad Insko, Director of Public Works	Date:	4/16/2025

RESOLUTION NO. 2025-____R

A RESOLUTION TO PURCHASE A NEW ZERO-TURN LAWN MOWER AT A PRICE NOT TO EXCEED $14,000.00

WHEREAS, the Village of Winnebago recognizes the need to maintain public grounds, parks, and other green spaces in a safe and efficient manner; and

WHEREAS, the current lawn maintenance equipment is aging and no longer meets the performance and reliability standards required for ongoing maintenance operations; and

WHEREAS, the acquisition of a new zero-turn lawn mower will enhance the efficiency and quality of lawn maintenance services provided by the Public Works Department; and

WHEREAS, the acquisition of a new zero-turn lawn mower was budgeted for in the 2025 Budget to be split between O&M and Streets; and

WHEREAS, quotes were gathered for several different lawn mowers from Meridian Implement Company, Cherry Valley Landscape Center Inc., and Peabudy's North, see attached Exhibit "A"; and

WHEREAS, in reviewing the quotes and test driving the various lawn mowers, it was recommended by the Public Works department to purchase the Bad Boy Rogue BRG61385KA 61" Kawasaki FX1000 EFI 38.5 HP zero-turn lawn mower from Meridian Implement Company for the total price of $12,639.00, with no option trade-in; and

WHEREAS, the cost of this purchase falls within the budgeted amounts not to exceed $7,000.00 from line 01-42-831 and $7,000.00 from line 51-44-831;

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Winnebago as follows:

SECTION I: RECITALS

The foregoing recitals are incorporated in, and made a part of, this Resolution by this reference as findings of the Village Board of Trustees of the Village of Winnebago as if fully set forth in this section.

DRAFT

SECTION II: APPROVAL

The Director of Public Works, Chad Insko, or his designee, shall be and hereby is authorized to execute the purchase of a Bad Boy Rogue BRG61385KA 61" Kawasaki FX1000 EFI 38.5 HP zero-turn lawn mower from Meridian Implement Company for the total price of $12,639.00. The allocated funds will be split evenly from the following line items: 01-42-831 (Streets) and 51-44-831 (O/M) for this purchase.

SECTION III: EFFECTIVE DATE

This resolution shall take effect immediately upon its passage and approval.

APPROVED this _____ day of _____, 2025

_____
Franklin J. Eubank, Jr., President of the Board
of Trustees of the Village of Winnebago, Illinois

ATTEST:

_____
Sally Jo Huggins, Village Clerk

PASSED: _____

APPROVED: _____

PUBLISHED IN PAMPHLET FORM: _____

To: Village of Winnebago
Phone: 335.2230
Chad Insko 815.985.8635
Jim Johnson 815.904-5697

From: Mike Gearhart
Meridian Implement Company
1011 South Meridian Road
Rockford IL 61102

Phone: 815.965.0636 EXT 735
FAX: 815.965.1134

Hello,

Following is the pricing info on a Bad Boy Rogue 38.5HP/61", a Bad Boy Rogue 38.5HP/72", and an ExMark LRX820AKA606Q1 34.5HP/60" Zero Turn mower. If you have any questions or to order, please call.

Thanks,

Mike Gearhart

Option #1

Bad Boy Rogue BRG61385KA 61" Kawasaki FX1000 EFI 38.5HP

List Price	$15,499
Sale Price	$13,639
Governmental Sale Price, No Trade	$12,639

****

Option #2

Bad Boy Rogue BRG72385KA 72" Kawasaki FX1000 EFI 38.5HP

List Price	$15,759
Sale Price	$13,779
Governmental Sale Price, No Trade	$12,607

****

Option #3

Exmark LRX820AKA606Q1 Lazer Z X-Series 34.5HP Kaw FX820EV0 w/ 60" UltraCut Series 6 Deck, Adapt & Wide Semi-Pneumatic Tires

List Price	$21,089
Sale Price	$18,999
Governmental Sale Price, No Trade	$16,110

QUOTATION

CHERRY VALLEY LANDSCAPE CENTER INC
7711 NEWBURG RD
ROCKFORD, IL 61108 USA
Phone #: (815)977-5268
Fax #: (815)977-5384

PHONE #: (815)335-2020
CELL #: (815)985-8635
ALT. #:
P.O #:
TERMS: Net 10th EOM
SALES TYPE: Quote

DATE: 4/1/2025
ORDER #: 77635
CUSTOMER #: 106865
CP: BoomerG
LOCATION: 1
STATUS: Active

BILL TO 106865

VILLAGE OF WINNEBAGO
108 WEST MAIN ST
WINNEBAGO, IL 61088 US

SHIP TO

VILLAGE OF WINNEBAGO
108 WEST MAIN ST
WINNEBAGO, IL 61088 US

MFR	PRODUCT NUMBER	DESCRIPTION	QTY	NET	TOTAL
FER	5902065	ISX3300 60 38.5 KAWI EFI	1	$17,699.00	$17,699.00
MISC	NEW MOWER SALE	NEW MOWER SALE	1	$.00	$0.00
****	SETUP FEE	SETUP FEE	1	$100.00	$100.00
MISC	FUEL NEW MOWER	FUEL CHARGE NEW MOWER	2	$.00	$0.00

Prices reflected on this quote are valid for 30 days and while current supplies last. However, prices are subject to change if the program or promotion the prices were quoted under is no longer in effect.

SUBTOTAL:	$17,799.00
TAX:	$0.00
ORDER TOTAL:	$17,799.00

Authorized By: _____

Vehicle #	# 2016	Year	2017	VILLAGE OF WINNEBAGO		
Make	Ferris	Model	3100			
Miles	0	Hours	1,500			
Original $	15,000	in (date)	7/8/1905	Vehicle Replacement Guideline Evaluation Form		
Budgeted Replacement	18,000			Replacement Point Range		
Sale/ Auction/ Estimated Trade-in $	500.00			Under 18 points	Condition I	Excellent
Life Expectancy	5-7 years			18 -22 points	Condition II	Good
Type of Service	Utility and Street Service			23 - 27 points	Condition III	Qualifies for replacement
Department	O/M and Streets			28+ points	Condition IV	High priority replacement

FACTOR	POINTS	DESCRIPTION	VEHICLE SCORE
AGE	1	Each year of chronological age	8
MILES / HOURS	1	Each 10,000 miles of usage	0
	1	Each 700 hours of usage (priority over miles on heavy duty and off road equipment)	2
TYPE OF SERVICE	1	Standard sedans and light pickups	0
	2	Standard vehicles with the occasional off-road usage	0
	3	Vehicles that pull trailers, haul heavy loads, has continued off-road usage, and police administration	3
	4	Any vehicle involved in snow removal	
	5	Police emergency response vehicles	0
RELIABILITY (PM work not included)	1	In shop one time within a three month time period, no major breakdowns or road calls	0
	2	In shop one time within a three month time period, one breakdown or road call within a three month period	0
	3	In shop more than twice within a one month time period, no major breakdowns or road calls	0
	4	In shop more than once within a one month time period, two or more breakdowns/road calls within the same time period	4
	5	In shop more than twice monthly, two or more breakdowns within one month time period	0
MAINTENANCE AND REPAIR (Accident Repairs not included)	1	Maintenance costs (cumulative total) are ≤ 10% of purchase cost	0
	2	Maintenance costs (cumulative total) are ≤ 25% of purchase cost	2
	3	Maintenance costs (cumulative total) are ≤ 45% of purchase cost	0
	4	Maintenance costs (cumulative total) are ≤ 60% of purchase cost	0
	5	Maintenance costs (cumulative total) are ≥ 61% of purchase cost	0
CONDITION	1	Good drive train and minor body imperfections (road chips, scratches)	0
	2	Imperfections in body & paint, paint fading & dents, interior fair (no rips, tears, burns), and a good drive train	0
	3	Noticeable imperfections in body and paint surface, some minor rust, minor damage from add-on equipment, worn interior (one or more rips, tears, burns), and a weak or noisy drive train	0
	4	Previous accident damage, poor paint and body condition (rust, holes), bad interior (tears, rips, cracked cash), major damage from add-on equipment, and one drive train component bad	4
	5	Previous accident damage, poor paint, bad interior, drive train that is damaged or inoperative, major damage from add-on equipment	0
		Total	23

SALES QUOTATION

PEABUDY'S NORTH
US HWY 20 and PECATONICA ROAD
P.O. BOX 369
PECATONICA, ILLINOIS 61063

Ph: (815) 239-2600
Fax: (815) 239-2726
Toll Free: (800) 959-5311

NEW HOLLAND AGRICULTURE

CUSTOMER NAME: Village of Winnebago
DATE: 3-31-25
QUOTE VALID FOR _____ DAYS.
ADDRESS: 108 West Main Street
CUSTOMER PHONE NO.: 815-985-8635
CITY STATE ZIP: Winnebago IL 61088
SALESMAN: Rhyner

DESCRIPTION	PRICE	
Ferris ISX 3300 Zero turn Mower	16,800	00
Seriel # 4002307026		
unit # 14323		
Kawasaki motor		
60" Deck		
35 HP		

TRADE-IN	TRADE ALLOWANCE	
Ferris zero turn	4,000	00
TOTAL	12,800	00

SALES QUOTATION

PEABUDY'S NORTH
US HWY 20 and PECATONICA ROAD
P.O. BOX 369
PECATONICA, ILLINOIS 61063

Ph: (815) 239-2600
Fax: (815) 239-2726
Toll Free: (800) 959-5311

NEW HOLLAND AGRICULTURE

CUSTOMER NAME: Village of Winnebago
DATE: 3-31-25
QUOTE VALID FOR _____ DAYS.
ADDRESS: 108 West main Street
CUSTOMER PHONE NO.: 815-985-8635
CITY STATE ZIP: Winnebago IL 61088
SALESMAN: Rhyner

DESCRIPTION	PRICE	
Ferris ISX 3300 Zero turn Mower	16,100	00
72" Deck		
Briggs and Stratton moter		
Serial # 4002 4356 85		
unit # 14327		
40 HP		

TRADE-IN	TRADE ALLOWANCE	
Ferris zero turn	4,000	00
TOTAL	12,100	00

QUOTATION

CHERRY VALLEY LANDSCAPE CENTER INC
7711 NEWBURG RD
ROCKFORD, IL 61108 USA
Phone #: (815)977-5268
Fax #: (815)977-5384

PHONE #: (815)335-2020
CELL #: (815)985-8635
ALT #:
P.O.#:
TERMS: Net 10th EOM
SALES TYPE: Quote

DATE: 4/1/2025
ORDER #: 77638
CUSTOMER #: 106865
CP: BoomerG
LOCATION: 1
STATUS: Active

BILL TO 106865

VILLAGE OF WINNEBAGO
108 WEST MAIN ST
WINNEBAGO, IL 61088 US

SHIP TO

VILLAGE OF WINNEBAGO
108 WEST MAIN ST
WINNEBAGO, IL 61088 US

MFR	PRODUCT NUMBER	DESCRIPTION	QTY	NET	TOTAL
FER	5902064	ISX3300BVE40 60" SS EFI ETC OGS	1	$16,299.00	$16,299.00
MISC	NEW MOWER SALE	NEW MOWER SALE	1	$.00	$0.00
****	SETUP FEE	SETUP FEE	1	$100.00	$100.00
MISC	FUEL NEW MOWER	FUEL CHARGE NEW MOWER	2	$.00	$0.00

Prices reflected on this quote are valid for 30 days and while current supplies last. However, prices are subject to change if the program or promotion the prices were quoted under is no longer in effect.

SUBTOTAL:	$16,399.00
TAX:	$0.00
ORDER TOTAL:	$16,399.00

Authorized By: _____

ESTIMATE

CHERRY VALLEY LANDSCAPE CENTER INC
7711 NEWBURG RD
ROCKFORD, IL 61108 USA
Phone #: (815)977-5268
Fax #: (815)977-5384

PHONE #: **(815)335-2020**
CELL #: **(815)985-8635**
ALT. #:
P.O.#:
TERMS: **Net 10th EOM**
SALES TYPE: **Estimate**
TAG #: **6748**

DATE: **4/1/2025**
ORDER #: **77628**
CUSTOMER #: **106865**
CP: **WilliamS**
LOCATION: **1**
STATUS: **Active**
TECH: **WilliamS**

BILL TO 106865

VILLAGE OF WINNEBAGO
108 WEST MAIN ST
WINNEBAGO, IL 61088 US

SHIP TO

VILLAGE OF WINNEBAGO
108 WEST MAIN ST
WINNEBAGO, IL 61088 US

YEAR	MFR	MODEL NUMBER	DESCRIPTION	VIN/SERIAL #	MILEAGE/METER
	FER	5901577	IS3200ZBVE3761SS 37 BRIGGS VG EIF OC	201786241	

1: Job 1 **Tech: WilliamS** **[FER 5901577 201786241]** **IS3200ZBVE3761SS 37 BRIGGS VG EIF OGS 6**

LOOK OVER UNIT FOR TRADE IN?

FUEL PUMP 20PSI LOW CAUSING RUNNING ISSIUE, HYDRO TANK HAS HOLE IN IT, DIP STICK BROKEN OFF, UNIT NEEDS FULL SERIVCE, ALL BELTS AND 1 PULLEY, FRONT WHEELS AFTER MARKET CAUSING DAMAGE TO WHEEL BOLTS NEEDS SPACERS TO CORRECT,

MFR	PRODUCT NUMBER	DESCRIPTION	QTY	NET	TOTAL
FER	5104982YP	BELT, 5V/SPB, 138.50 EL, LG AR	1	$99.75	$99.75
FER	5104780YP	BELT, B-SEC, 64.50 EL, ARAMID,	1	$48.24	$48.24
BRS	84004874	PULLEY	1	$44.54	$44.54
FER	5101755S	BLADE SET, 61 DECK (3)	1	$81.39	$81.39
BRS	5101998YP	HYDRO TANK, HYDRO-GEA	1	$66.34	$66.34
FER	84003255	BELT, B-SEC, 129"EL, ARAMID, W	1	$100.08	$100.08
KAW	99969-6298	OIL: 4CYCLE 20W50 SL	11	$13.16	$144.76
STE	120888	Transmission Filter Kit	2	$27.57	$55.14
STE	100780	Inner Air Filter	1	$29.58	$29.58
STE	102305	Air Filter	1	$30.14	$30.14
BRS	845125	FILTER-FUEL	1	$11.26	$11.26
STE	XC92YC	XC92YC SPARK PLUG 130-069	2	$10.18	$20.36
BRS	100170	OIL-5 QT VANGUARD	1	$71.24	$71.24
BRS	84007094	FILTER, OIL	1	$36.08	$36.08
FER	5025017X72YP	BOLT, 1/2-13 X 9 GD5 CZ	2	$11.88	$23.76
BRS	595603	DIPSTICK	1	$15.53	$15.53
BRS	593890	MODULE-FUEL	1	$364.86	$364.86
****	SHP	SHIPPING/HANDLING- UNLESS PRICE EXCEEDS WILL ADJUST	1	$15.95	$15.95

Parts Job 1: $1,259.00

LABOR	DESCRIPTION	HRS	RATE	AMOUNT	TOTAL
HS-03	ZT440 - 5400 HYDRO SERVICE	1		$149.99	$149.99
ZTTU-03	ZERO TURN TUNE-UP/ INLUDES OIL			$239.99	$239.99
TUNEHYDE	TUNE UP/HYDRO DISCOUNT	1		($39.99)	($39.99)
**LABOR	FUEL PUMP	1	$120.00		$120.00
**LABOR	BELTS AND PULLEY	1	$120.00		$120.00
***LABOR	FRONT WHEEL BOLTS/SPACERS	0.5	$120.00		$60.00
	Hours Job 1:	**4.5**		**Labor Job 1:**	**$649.99**
				Subtotal Job 1:	**$1,908.99**

Prices reflected on this quote are valid for 30 days and while current supplies last. However, prices are subject to change if the program or promotion the prices were quoted under is no longer in effect.

E S T I M A T E

CHERRY VALLEY LANDSCAPE CENTER INC
7711 NEWBURG RD
ROCKFORD, IL 61108 USA
Phone #: (815)977-5268
Fax #: (815)977-5384

PHONE #: **(815)335-2020**
CELL #: **(815)985-8635**
ALT. #:
P.O.#:
TERMS: **Net 10th EOM**
SALES TYPE: **Estimate**
TAG #: **6748**

DATE: **4/1/2025**
ORDER #: **77628**
CUSTOMER #: **106865**
CP: **WilliamS**
LOCATION: **1**
STATUS: **Active**
TECH: **WilliamS**

TOTAL PARTS:	**$1,259.00**
TOTAL LABOR:	**$649.99**
TOTAL EXTRAS:	**$0.00**
SUBTOTAL:	**$1,908.99**
TAX:	**$0.00**
ORDER TOTAL:	**$1,908.99**

Authorized By: _____

Agenda Item Executive Summary

Item Name	RESOLUTION TO AMEND THE SCHOOL RESOURCE OFFICER MEMORANDUM OF UNDERSTANDING	Committee or Board	Board

BUDGET IMPACT			
Amount:	N/A	*Budgeted:*	N/A
List what fund:	N/A		

EXECUTIVE SUMMARY

In the spring and summer of 2022, the Village of Winnebago and the Winnebago Community School District #323 initiated negotiations to hire a School Resource Officer (SRO). Initially, both parties anticipated reaching an agreement before the start of the 2022-2023 school year. However, the agreement was not finalized until the beginning of the 2023-2024 school year.

In February/April of 2023, the Village of Winnebago and the Winnebago Community School District #323 formally entered into an agreement in which the school district would cover 75% of the total salary and benefits of the SRO, along with 75% of the cost of a new police utility vehicle and its equipment. The agreement was set to begin in the 2023-2024 school year. The cost-sharing arrangement for the police utility vehicle and equipment was structured as a three-year repayment plan. However, since the original agreement was scheduled to expire after the 2024-2025 school year, this left the repayment plan one year short.

Additionally, Appendix A of the original agreement listed the 2022-2023 school year as the program's initiation year, despite the program actually commencing in 2023-2024. This further contributed to the misalignment in the repayment schedule.

To rectify this discrepancy, an amended agreement must be adopted to ensure proper alignment with the intended three-year repayment plan.

ATTACHMENTS (PLEASE LIST)

Original agreement, Corrected and Amendment of original agreement document.

ACTION REQUESTED

☐For Discussion Only

☒Resolution

☐Ordinance

☒Motion:

I MOVE TO APPROVE RESOLUTION 2025-___R, A RESOLUTION AUTHORIZING THE CORRECTION AND AMENDING OF THE SCHOOL RESOURCE OFFICER MEMORANDUM OF UNDERSTANDING

Staff:	Jeff White, Chief of Police	Date:	4/16/2025

RESOLUTION NO. 2025- _____R

A RESOLUTION TO APPROVE A CORRECTED AND AMENDED SCHOOL RESOURCE OFFICER MEMORANDUM OF UNDERSTANING

WHEREAS, the Village of Winnebago operates a police department to ensure the safety and security of the community; and

WHEREAS, the Village entered into a Memorandum of Understanding (MOU) with the Winnebago Community School District #323 in the spring of 2023 to provide for a school resource officer for the school district; and

WHEREAS, the MOU between the Village and the School District was finalized on April 10, 2023, to provide for the school resource officer for the 2023-2024 and 2024-2025 school years; and

WHEREAS, Appendix A of the MOU incorrectly states the agreement commenced with the 2022-2023 school year instead of aligning with the intended timeframe; and

WHEREAS, to correct the discrepancy, and amendment to the MOU is necessary to ensure the terms and pay schedule accurately reflect the intended agreement duration; and

WHEREAS, the Chief of Police recommends that the Village President and Board of Trustees approve the correction/amendment to the MOU between the Winnebago Community School District and the Village of Winnebago.

NOW, THEREFORE, BE IT RESOLVED by the President and the Board of Trustees of the Village of Winnebago, in the County of Winnebago, Illinois, as follows:

SECTION I

The recitals set forth above are incorporated herein and made a part of this Resolution.

SECTION II

The Village President is hereby authorized to sign the amendment to the MOU to allow for the continuance of the SRO program through the 2025-2026 school year, correcting the discrepancies in Appendix A.

SECTION III

This Resolution shall be effective immediately upon its passage and approval as provided by law.

APPROVED BY: _____

Franklin J. Eubank, Jr., President of the Board
of Trustees of the Village of Winnebago, Illinois

ATTEST:

_____

Sally Jo Huggins, Village Clerk

PASSED: _____

APPROVED: _____

PUBLISHED IN
PAMPHLET FORM _____

DRAFT

CORRECTION AND AMENDMENT TO MEMORANDUM OF UNDERSTANDING BETWEEN THE VILLAGE OF WINNEBAGO AND THE BOARD OF EDUCATION OF WINNEBAGO COMMUNITY UNIT SCHOOL DISTRICT NO. 323 FOR THE SCHOOL RESOURCE OFFICER PROGRAM

The Village of Winnebago, IL, and the Winnebago Community Unit School District No. 323, each by their duly authorized representative, agree to correct and amend as follows the Memorandum of Understanding between the Village of Winnebago and the Board of Education of Winnebago Community Unit School District No. 323 for the School Resource Officer Program, which initial Memorandum of Understanding was drafted by Village personnel, and signed by the respective parties in 2023::

1) The Memorandum of Understanding (MOU) between the Village of Winnebago and the Board of Education of Winnebago Community Unit School District No. 323 for the School Resource Officer Program executed between the above-named parties provided in Paragraph 4 on P. 3 of the MOU that the term of the agreement shall be for the 2023-24 school year and continuing through the end of the 2024-2025 school year.

2) In accordance with the above term, the MOU also contained an Appendix A providing, pursuant to Paragraph 32 of the MOU, for the compensation schedule, The Appendix incorrectly reflected in number 1 that the amount payable for the School Resource Officer (SRO) would not exceed $95,000.00 for the 2022-2023 school year, including up to 30 hours of overtime pay for the SRO. That reference should have been to the 2023-2024 school year and the MOU is hereby changed to correct that year reference. There had been negotiation over time as to the terms of the MOU and at the time it was in its final form the 2022-2023 school year was almost over, such that the SRO was not in place at the school until the 2023-2024 school year.

3) Likewise, in number 3 of Appendix A there is provision for the rate of overtime payment, and the reference for the payment arrangement for the continued coverage year was incorrectly referenced as the 2023-2024 school year, when the second year of the two year period would be the 2024-2025 school year. Accordingly, number 3 in Appendix A is amended on the 7th line to reference the 2024-2025 school year instead of the 2023-2024 school year since the SRO was not in place at the school for the initial year until the 2023-2024 school year, such that the continuance year would be the 2024-2025 school year.

4) The parties desire to extend the MOU for an additional year, so as to cover the 2025-2026 school year. The payment terms for the 2025-2026 school year shall be according to the same formula referenced in Appendix A for the second year of coverage in the initial MOU. Accordingly, for the 2025-2026 school year, the MOU shall be adjusted to reflect any actual increase or decrease in the personnel

costs incurred by the Village of Winnebago in its performance under the MOU by reason of adjustments made to salaries, fringe benefits, and squad car maintenance/fuel costs, but in no event will the District's costs exceed five (5) percent from the prior year. Further in reference to the overtime pay provisions contained in number 3 of Appendix A, the overtime hours beyond the 30 overtime hours included in the base pay amount for the extended time period for the MOU, namely, the 2025-2026 school year, shall be at a minimum amount of $49.50 per hour, but may be negotiated between the District and the Village as the base hourly rate may have changed from year to year.

IN WITNESS WHEREOF, the undersigned Parties hereby place their respective hands and seals on the dates hereinafter set forth.

BOARD OF EDUCATON OF WINNEBAGO COMMUNITY UNIT SCHOOL DISTRICT NO. 323	**VILLAGE OF WINNEBAGO BOARD OF TRUSTEES**
By: _____	**By:** _____
Heather Dunaway, President	Franklin J. Eubank, Jr., President
Dated: _____	Dated: _____

PREPARED BY:
Attorney Mary J. Gaziano
Village Attorney

Memorandum of Understanding Between
The Village of Winnebago and
The Board of Education of Winnebago Community Unit School District No. 323
For The School Resource Officer Program

This Memorandum of Understanding ("MOU") (hereinafter "MOU" or "Agreement") is entered into this 13TH day of FEBRUARY, 20 23 by and between the Village of Winnebago, Winnebago County, Illinois ("Village), an Illinois Municipal Corporation, and the Board of Education of Winnebago Community Unit School District No. 323, Winnebago County, Illinois ("School District" or "District"), an Illinois Public School District (collectively the "Parties"). The Village and the School District recognize the benefits of the School Resource Officer Program to the citizens of the Village of Winnebago and particularly to the students of the School District located within the jurisdiction of the Village. The goal of this understanding is to provide policing and community-oriented services to the School District.

WITNESSETH:

1. WHEREAS, Article VII, Section 10, of the Illinois Constitution provides that units of local government and school districts may contract to share services through intergovernmental agreements; and
2. WHEREAS, the Intergovernmental Cooperation Act provides that public agencies may share powers through intergovernmental agreements, (Chapter 5 of the Illinois Compiled Statutes, Act 220, Section 1 et seq. (1996)); and
3. WHEREAS, the Village is a unit of local government, (Illinois Constitution, Article VII, Section 1) (1970), and a public agency, (5 ILCS 220/2) and the District is a public school district, (Illinois Constitution, Article VII; Section 8) (1970), and a public agency, (5 ILCS 220/2); and
4. **WHEREAS** society expects schools to meet the needs of youth that range far beyond their education, so that community resources, such as law enforcement, must reach into the schools to provide expertise in dealing with youth involvement in crime, alcohol, and other drugs; and

5. **WHEREAS** the school setting provides the police department with an educational environment to offer preventive programs in deterring youth from involvement in crime, alcohol, and other drugs; and

6. **WHEREAS** through a School Resource Officer Program, community resources can be coordinated and focused within an ideal setting for education; and

7. **WHEREAS** the primary goal of a School Resource Officer is the prevention of crime and the reduction of delinquency; and

8. **WHEREAS** a School Resource Officer is primarily a law enforcement officer with full arrest powers; and

9. **WHEREAS** it is necessary and desirable to continue and to define a School Resource Officer Program for Winnebago Community Unit School District No. 323; and

10. **WHEREAS** a properly organized and conducted School Resource Officer Program will result in decreases in school incidents involving violations of the law.

11. **WHEREAS** the School District does not have a police force; and

12. **WHEREAS** the School District desires to have a School Resource Officer ("SRO") available at its schools during the school year; and

13. **WHEREAS** the Village and the School District agree and understand that the SRO is an employee of the Village of Winnebago; and

14. **WHEREAS** both the Village and the School District desire to enter into this agreement for the hiring and posting of a School Resource Officer.

NOW, THEREFORE, in consideration of the terms herein set forth and the mutual covenants, agreements, and obligations of the Parties herein contained and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. **Incorporation of Recitals:** The foregoing recitals are incorporated into and made a part of this Agreement as if fully set forth herein.

2. **Parties:** This Agreement is entered into by and between the School District and the Village.

3. **Purpose:** The purpose of the School Resource Officer Program (hereinafter referred to as "Program") is to provide a safe learning environment; help reduce school violence; improve school-law enforcement collaboration; and improve perception and relations between students, staff, and law enforcement officers. The purpose of this agreement, in addition to establishing the Program is to define the duties and responsibilities of the Village and School District in the operation of a Program at the School District.

4. **Term:** The term of this agreement shall be for the 2023-24 school year and continuing through the end of the 2024-2025 school year.

5. **Personnel:** The Chief of Police and the Village shall assign one sworn police officer to the School District (the "SRO"). Nothing in this agreement shall be construed to alter the authority of the Police Chief to select, assign, and supervise police officers and the duties of an SRO in the Program. The Police Chief will consult with the Superintendent or designee in selection of the SRO. The police officer selected by the Village for the SRO position shall have a demonstrated interest and potential for working with and counseling students. The Village shall be responsible for selecting and assigning an officer to the SRO position, however, the School District may, at its sole discretion, refuse or reject the assigned SRO or demand the assignment of a new SRO at any time, by providing written notice to the Village. The Village will address any concerns or complaints regarding the SRO's performance and conduct in collaboration with the School District in accordance with Village protocols.

   SROs shall be employees of the Village and shall receive compensation and benefits from the Village in accordance with any, applicable bargaining agreement covering the SRO and any applicable Village rules, regulations, policies and standards, as the same may be amended from time to time. SROs shall at all times remain under the supervision, direction and control of the Village, specifically the Chief of Police or his designee, in accordance with applicable ordinances, statutes, rules and regulations. SROs are subject to discipline only by the Village; in accordance with any applicable bargaining agreement and any applicable Village rules, regulations, policies and standards, as the same may be amended from time to time. The Village will ensure that the SRO maintains minimum in-service training and certification requirements as would normally apply to all other certified officers of the Winnebago Police Department.

6. **Chain of Command:** Any police officer assigned to the School Resource Officer Program will report to the Police Chief or his/her designee

7. **Works Days:** The SRO shall be available for a minimum of 180 days of duty in the schools of the District for the school year as outlined in the annual school calendar.

8. SRO **Hours :**
   a. The School Resource Officer (SRO) position is an hourly position. The workday will consist of 8 hours to include a one-half hour lunch period. School Resource Officer(s) shall work a minimum of 40 hours per week, reporting to dispatch and

the School District at 8:00 AM. and ending at 4:00 P.M., Monday through Friday during the school year. The police officer, if required to work a special event, will work the event as well as the regular school day. It is understood that the typical schedule and pay period for a police officer in the Village is 84 hours every two weeks. The District will be utilizing overtime hours in any two week pay period that the SRO works in excess of 84 hours.

b. At a minimum, the School Resource Officer will work all home high school football games, all boys' high school basketball games, Prom, and the Homecoming Dance. Some of this time may be considered overtime hours when the SRO works in excess of 84 hours in a 2 week pay period.
c. The School Resource Officer may work at other events as requested by school administration in the District and, if these events are outside of the regular workday as mentioned in paragraphs 8a and 8b of this agreement, the SRO will be compensated 100% by the School District and this will likely be at an overtime rate.
d. The SRO will report to the police station or as directed by the Chief of Police or his/her designee at scheduled times during summer break.

9. **Time Keeping:** SROs shall advise dispatch of when the SRO starts the day and when the SRO ends the day. Currently, these times will be logged through the Computer Aided Dispatch (CAD) system, which are available to the Chief of Police at all times. If this CAD system is no longer in existence or able to be utilized, the Chief of Police shall institute a time keeping system that is sufficient to provide accurate time of when the SRO starts the day and ends the day and these records shall be available to the School District upon request by the School District Superintendent or his/her designee.

10. **Holidays:** The SRO must account for the 84 hours each pay period. The Winnebago School District has several holidays and other non-school days in excess of those granted to Village Employees by the Village Board. The SRO is expected to work those days, unless with the written authorization of their supervisor, the SRO takes vacation, personal leave, or sick leave. When working those days school is not in session, SROs may report to the school (with the permission of the building principal) to perform administrative duties, attend training, or see their supervisor for an assignment.

11. **SRO Schedules:** The SRO assigned shall prepare a monthly schedule at least 10 days prior to the first of the month indicating days required to work, hours, extra-curricular duties, institute days, assignments that require time beyond their normal shift, holidays, vacation, or personal days. These schedules shall be provided to the school principal(s). A copy of these schedules will receive prior approval from the SRO's supervisor or in the event of any emergency shall advise their supervisor as soon as possible.

12. **Absences:** The SRO shall notify the School District Superintendent and the Winnebago Police Department as to any days in which they are not available by reason of illness or for any other reason. The Winnebago Police Department will use its best efforts to fill any absences with available staff when the School District requests an officer to replace the SRO and with adequate notice.

13. **Uniform and Equipment:** The School Resource Officer will wear business casual attire (example - polo shirt with dress pants) while working in the schools. When attending extracurricular activities, athletic events, and dances, the officer shall wear his/her police uniform unless specifically requested to be in plain clothes. In either case, the SRO shall carry the required minimum equipment as specified in the Policy and Procedure manual. SROs not in uniform shall keep their firearm concealed at all times and have the official Police 1.0. visible on their person. When not in uniform, the SRO shall have the SRO's assigned ballistic vest readily available. SROs shall checkout and utilize their assigned squad car for the workday.

14. **Responsibilities of the School District:** The District shall provide to the SRO the following materials and facilities, which are deemed necessary to the performance of the SRO program:

    a. A private office or area at each school within the District, furnished with a desk and office furniture, including a secured cabinet, to conduct matters of confidential business and shall be provided access to student records, if necessary.
    b. The District shall provide the books, handout material, or other materials necessary to support the SRO's teaching curriculum.
    c. The SRO shall not be expected or asked to detain or take into physical custody any student who has only violated District Policies or to enforce District Policies. The SRO will not discipline students pursuant to any District Policies, including the District's Code of Conduct. All disciplinary authority lies within the District. It shall be understood and agreed that the SRO, as a law enforcement officer, can only detain or take into physical custody those students for whom there is a reasonable suspicion or probable cause that they have committed a criminal offense. The SRO shall not be used for regular assigned lunchroom duties, hall monitoring, or other monitoring duties.

15. **Supervision:** As specialists assigned to outside schools, SROs have a unique situation in that they report to school administrators for day-to-day assignments. However, SROs shall report to the Police Chief or his/her designee as their immediate supervisor. School

officials with problems or concerns with the SRO shall address these concerns with the Police Chief.

16. **Discipline:** As a sworn member of the Winnebago Police Department, SROs are subject to the Rules and Regulations of the police department, and the sole responsibility for discipline lies with the Chief of Police. External complaints against SROs shall be handled in accordance with the established Village procedure.

17. **Officer Evaluation:** School officials shall meet with the Winnebago Police Chief and SRO at least annually to review the SRO's performance. In addition, any new expectations for the SRO will be shared with the SRO as a result of this meeting. The review with expectations shall be summarized and documented. The SRO shall be provided with the document for reference in reaching future performance objectives. If objectives are not being met, an officer may be removed if requested by the Winnebago School District. The officer may be removed at any time by mutual agreement of both parties.

18. **Certificate/Waiver:** Should the parties have a SRO in effect in 2023, to comply with 105 ILCS 5/10-20.68 of the Illinois School Code beginning in January 1, 2021, the Village shall provide to the District a certificate of completion, or approved waiver, issued by the Illinois Law Enforcement Training Standards Board under Section 10.22 of the Illinois Police Training Act indication that the subject officer has completed the requisite course of instruction in the applicable subject areas within one year of assignment, or has prior experience and training that satisfies this requirement.

19. **Conformance with Policy and Procedure:** While recognized as a specialty assignment, the SRO is a sworn police officer with all the rights and responsibilities of that office. SROs are required to conform to all sections of the Winnebago Policy and Procedure Manual. Specifically, officers will obey the policies regarding report completion, evidence handling, and juvenile procedures.

20. **Incidents:** Incidents that occur on school premises or off school grounds that are directly related to the school and require police intervention shall be investigated by the SRO assigned. Incidents that originate on school property after the school day, a patrol officer will take the initial report and a supervisor will refer the incident to the assigned SRO for follow-up investigation. For serious incidents reported after school, an immediate investigation will be initiated and followed up by a patrol officer. A supervisor may require the assigned SRO to return to work to assist/take over the investigation.

Assistance may also be requested from the Sheriff's Detectives or State Police Investigation Unit.

The SRO shall prepare normal police investigation and incident reports and complete all investigations in accordance with law enforcement standards. Investigations and interviews will be in accordance with Winnebago Police Department Policy, legal requirements, and District policy.

All incidents that require police action and involve students will be shared with the appropriate school staff/faculty per the Reciprocal Reporting Agreement whether the incident took place at school or not.

The Reciprocal Reporting Agreement directs the Principal to report when a student may have committed a criminal offense on school grounds, off school grounds, at school-sponsored activities or against school personnel. A criminal offense could be as simple as Disorderly Conduct that would be committed if a Student did something that alarmed and disturbed another. The SRO will investigate all cases involving students as victims or suspects in criminal activity except in cases normally handled by a school administrator. School discipline stays as school discipline unless outside history or prior in-school discipline shows a need for police involvement to assist the school or student.

21. **Search and Seizure:** The designated SRO is a person with legitimate educational interest in safety, order and discipline. If the SRO has a reasonable suspicion of school or legal violation, he may act with the principal's authority. The authority is designated to other officers when the SRO cannot be present.

22. **Guidance Counseling:** The SRO will serve as an advisor for students with problems in which violations of the law are involved. The SRO shall not engage in guidance counseling activities and shall refer any students who may require guidance counseling to the school administration.

23. **Communication:** The SRO shall serve as a liaison between the school and the local law enforcement agency to promote effective communication. The SRO will work in conjunction with school personnel to make referrals to appropriate community agencies . The SRO will serve as a consultant to the school in matters of law enforcement and juvenile procedures.

24. **Presentations:** The SRO will be available for talks on law enforcement and safety matters.

25. **School Discipline Rules:** The SRO will refer school disciplinary infractions by students to the designated disciplinarian at the school when necessary. The parties acknowledge and agree that the District maintains responsibility and authority to have control and supervision over its schools and maintain discipline in its schools and on school property or property leased for school purposes. The District's authority extends to all activities connected with the school program, including all extracurricular activities. Notwithstanding the foregoing, to the extent any action or inaction by a student is a possible violation of federal, state or local laws and/or ordinances, the Village shall have the authority to investigate the matter and if warranted, pursue charges and/or issue citations.

26. **Child Abuse or Neglect:** The SRO shall act as required by law including reporting and investigating any information regarding abused or neglected children which comes to the attention of the SRO in the course of the SRO's duties as the SRO. This responsibility does not negate the need for school personnel to report to DCFS or any other reporting agency as that specific employee may be required to do by policy or law as a mandatory reporting employee.

27. **School Records and Non-Disclosure:** The Village and the District recognize that the Family Educational Rights and Privacy Act (20 U.S.C. 1232g, et seq.) ("FERPA") and the Illinois School Students Records Act (105 ILCS 10 et seq.) ("ISSRA") imposes substantial limitations upon the circumstances under which student record information may be disclosed to persons who are not the student's parents/guardians or employees of the District. This Agreement shall be construed only so as to permit lawful disclosure by the District of student record information to the police officers assigned to the District by the Village. The SRO(s) shall abide by all applicable laws, regulations, and rules concerning restrictions on disclosures and re-disclosure of student record information pursuant to ISSRA and FERPA, and the District shall not violate nor direct the SRO to violate ISSRA, FERPA, or District rules regarding disclosure and re-disclosure. In addition to the rules, regulations, policies, and procedures of the District regarding disclosure of school record information pursuant to FERPA and ISSRA, expressly including the Reciprocal Reporting guidelines established pursuant to Section 5/10-20.14 of the School Code (105 ILCS 5/10-20.14) and the Reciprocal Reporting Agreement between the District and the Village.

28. **Activity Reports:** The SRO shall record activities on forms and/or devices provided by the Village of Winnebago Police Department. Police reports necessary for filing insurance claims must be completed as soon as possible.

29. **Traffic Control Duties:** The SRO will be responsible for directing traffic for students exiting at the end of the school day at Winnebago High School/Winnebago Middle School. If the SRO is unavailable or unable to perform this task, the SRO will be responsible for notifying the appropriate Winnebago High School or Middle School personnel and the on-duty Winnebago Police Supervisor for that shift, so that a patrol officer may be assigned to this detail.

30. **Coordinating Committee:** The Village and School District shall establish a Coordinating Committee to meet and discuss any problems and to coordinate and revise the SRO Program. The committee shall include Chief of Police or designee, Superintendent of the School District or designee, and such other personnel as the parties may agree should be involved in these meetings.

31. **Cost Reimbursement:** The School District shall reimburse the Village within thirty days of billing for all costs expended by the Village with reference to the SRO including wages and fringe benefits.

32. **Compensation:** The compensation to the SRO, including wages and fringe benefits, shall be paid by the Village of Winnebago and reimbursed to the Village by the School District, as detailed in Appendix A which is made a part of this agreement.

33. **Liability:** Each party shall be liable for the acts of its own officers and employees. Each party does hereby agree to and does hereby indemnify and hold harmless the other party from any acts or omissions of its officers or employees which may give rise to any liability or claims of liability, damages, actions, or judgements with respect to the operation of the School Resource Program. Each party shall maintain policies of general liability insurance to cover its obligations in this regard.

34. **Amendments:** This agreement may be modified by the mutual agreement of the parties in writing.

35. **Termination:** Either party may terminate this Agreement at any time with sixty (60) days written notice.

IN WITNESS WHEREOF, the undersigned Parties hereby place their hand and seal on the dates hereinafter set forth.

Board of Education of Winnebago **Village of Winnebago Board**

Community Unit School District No. 323

By: _____
President NICHOLE SMITH

Attest: _____
Secretary HEATHER DUNAWAY

Date: 02/13/2023

By: _____
President

Attest: _____
Secretary

Date: 4-10-2023

APPENDIX A

Pursuant to Paragraph 32 entitled *Compensation* of the MOU, the parties agree to the following compensation terms:

1. Other than as specified in paragraph 3 below, the amount payable by the District for the SRO for the 2022-2023 school year will not exceed $95,000. This includes up to 30 hours of overtime pay for SRO.

2. The parties agree that for the 2023-2024 school year, this MOU shall be adjusted to reflect any actual increase or decrease in the personnel costs incurred by the Village of Winnebago in its

performance under this MOU by reason of adjustments made to salaries, fringe benefits, and squad car maintenance/fuel costs. In no event will the District's costs exceed five (5) per cent from the prior year.

3. If the SRO is requested to work events by school administration or the District, as stated in Paragraphs 8b and 8c that cause total overtime hours for the SRO to exceed 30 hours for the school year, then there is no cap on overtime as the District is solely responsible for paying for this additional time at a rate of $49.50 per hour. In the event overtime is necessary with said continued coverage for the 2023-2024 school year, said overtime amount shall be the set 30 hours of overtime for the year with additional overtime hours at a minimum amount of $49.50 per hour, but may be negotiated between the District and the Village as the base hourly rate may have changed from year to year.

4. Costs for such services shall be billed at least quarterly and payment shall be made within 30 days of the date of invoice.

PROCLAMATION PROCLAIMING APRIL 20–26, 2025 AS ADMINISTRATIVE PROFESSIONALS WEEK IN THE VILLAGE OF WINNEBAGO

WHEREAS, the success and efficiency of the Village of Winnebago depends in large part on the dedication, professionalism, and daily contributions of its administrative staff; and

WHEREAS, the Village's office team—including the Utility Billing Clerks, Assistant Deputy Clerk, Deputy Clerk, and Treasurer—work diligently behind the scenes to ensure that essential functions such as utility billing, records management, financial operations, customer service, and resident communications are carried out with accuracy, timeliness, and care; and

WHEREAS, these individuals routinely serve as the first point of contact for residents, vendors, and partners, embodying the Village's commitment to transparency, service, and integrity; and

WHEREAS, the responsibilities handled by administrative professionals require attention to detail, confidentiality, adaptability, and an unwavering commitment to public service; and

WHEREAS, administrative professionals in the Village wear many hats, often shifting seamlessly between technical tasks, customer service, compliance, scheduling, coordination, and problem-solving—making them instrumental to nearly every single function of Village operations; and

WHEREAS, they play a critical role in the operation of the Village's water system by ensuring accurate meter readings, timely billing, service coordination, and communication with residents regarding water service issues, shutoffs, and boil orders; and

WHEREAS, they support the Police Department by serving as the first point of contact for the public and administrative coordination that helps the department operate effectively; and

WHEREAS, their behind-the-scenes support is essential to the Village's development efforts, ensuring timely and accurate coordination of permits, zoning requests, and communications with developers and businesses seeking to invest in the community; and

WHEREAS, their institutional knowledge, teamwork, and ability to problem-solve are vital to the continued success of the Village's operations and the trust placed in local government by its citizens;

NOW, THEREFORE, I, Franklin Eubank, Village President of the Village of Winnebago, do hereby proclaim the week of April 20 to 26, 2025, as Administrative Professionals Week in the Village of Winnebago, and encourage all residents and staff to join in recognizing and thanking our administrative professionals for their outstanding service and contributions to our community.

Dated this 16th day of April 2025

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Franklin J. Eubank Jr., President of the Board of Trustees of the Village of Winnebago