



VILLAGE OF WINNEBAGO

COMMITTEE OF THE WHOLE

May 06, 2026 at 6:05 PM

108 West Main Street and Virtually

To access meeting from any device: <https://global.gotomeeting.com/join/856730805>

Or by (Toll Free): 1 877 309 2073 | Access Code: 856-730-805

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

Discussion and Vote to Allow an Absent Trustee to Vote By Phone or Other Allowable Means.

6. **PUBLIC COMMENT**

Each speaker is limited to three (3) minutes. A maximum of thirty (30) minutes shall be generally allowed for public comment at each meeting.

7. **APPROVAL OF MINUTES**

a. Approval of Committee of the Whole Meeting Minutes from April 15, 2026

8. **DISCUSSION**

a. Recreational Vehicle Text Amendment Discussion

b. School Resource Officer IGA Renewal Discussion

c. Local State of Emergency Ordinance Discussion

d. Sale of Village Owned Properties - Winnebago Highlands

9. **EXECUTIVE SESSION (CLOSED SESSION) Pursuant to 5ILCS 120/2(c)**

10. **NEW BUSINESS**

11. **ADJOURNMENT**

Posted: April 30, 2026 4:45 p.m. at 108 W. Main Street, Winnebago, IL

and online at www.villageofwinnebago.com Tel 815.335.2020 | Fax 815.415-8491

The Committee of the Whole of the Village of Winnebago was held on April 15, 2026, at 6:10 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:

PRESENT: ACKERMAN – GRAHAM – LEFEVRE

ABSENT: KIM – MCKINNON - SPRINGER.

Guests: Attorney Mary Gaziano, Village Administrator Joseph Dienberg, Police Chief Jeff White, Lieutenant Nick Haff, Treasure Dana Novinson.

4. ESTABLISHMENT OF A QUORUM – A quorum was established.
5. MEETING GUIDELINES - No trustees attended remotely.
6. PUBLIC COMMENT – No one requested the opportunity to address the Board.
7. APPROVAL OF MINUTES
 - a. A motion was made by MR. LEFEVRE, seconded by MR. ACKERMAN to accept the minutes of the April 1, 2026, meeting as presented. Motion carried on a voice vote.
8. DISCUSSION

Randy Cook joined the meeting remotely.

 - a. The Board discussed the proposal for the comprehensive plan and the Unified Development Ordinance. The discussion included that it would be a good plan for the two to be completed by the same company. The Founding will be invited to the next Committee of the Whole meeting to discuss their proposal. If the Board members have questions, you would like the company to answer please let Mr. Dienberg know.
 - b. There was a thorough discussion of spending limits for a purchasing policy. It was decided to raise the spending limit for the Police Chief and the Public Works Director to \$7,500 and remove the Superintendent of Streets and Fleets from the list. After discussion it was decided there should be a communication with the Village Administrator to pass the signature ability to the police lieutenant and superintendent of streets.
 - c. The Board agreed the resolution should be prepared for the next meeting regarding the Illinois America 250 Commemoration. It was suggested that a possible involvement with Culvers as a fundraiser for the Fourth of July.
 - d. Possible sale of Village owned property will be discussed in closed session.
9. EXECUTIVE SESSION pursuant to 5ILCS 120/2(c)

A motion was made by MR. LEFEVRE, seconded by MR. ACKERMAN to go into Executive (Closed) Session at 7:07 p.m. to discuss possible sale of Village owned property. Motion carried on a unanimous roll call vote of those present.

The Board returned to the Committee of the Whole meeting at 7:20 p.m.

10. NEW BUSINESS

11. ADJOURNMENT

A motion was made by MR. GRAHAM, seconded by MR. LEFEVRE to adjourn at 7:20 p.m. Motion carried on a voice vote.

UNAPPROVED

Sally Jo Huggins, Village Clerk



Agenda Item Executive Summary

Item Name Recreational Vehicle Text Amendment Discussion Committee or Board Committee

BUDGET IMPACT

Amount:	N/A	Budgeted:	N/A
List what fund:	N/A		

EXECUTIVE SUMMARY

During recent discussions, the Village Board reviewed existing regulations related to the parking of campers, recreational vehicles (RVs), and similar vehicles on residential properties. As part of that conversation, the Board identified the current requirement that such vehicles be parked on a “paved surface” as an area that may warrant further evaluation.

Staff has developed a proposed definition for “Improved Surface,” which would allow for alternative materials that still provide a stable, durable, and all-weather surface while minimizing dust, mud, erosion, and rutting.

To guide future ordinance drafting, the following options are presented for Board consideration:

- **Option 1 – Comprehensive Update:** Replace certain references to “paved” with “improved surface” throughout Article 12 of the Unified Development Ordinance (UDO), applying a new standard where appropriate.
- **Option 2 – Targeted Recreational Vehicle Approach:** Limit changes to Section 12.08 as it relates to residential properties and recreational vehicles, allowing improved surfaces in certain areas while maintaining paved requirements for primary driveway connections.
- **Option 3 – No Immediate Change:** Defer consideration to a future comprehensive update of the UDO.

Staff is seeking direction from the Board on how to proceed with drafting potential ordinance amendments consistent with the preferred approach.

ATTACHMENTS (PLEASE LIST)

None

ACTION REQUESTED

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

MOTION:

Staff: Joseph Dienberg, Village Administrator Date: 5/6/2026



Agenda Item Executive Summary

Item Name School Resource Officer Program Extension Committee or Board Village Board

BUDGET IMPACT

Amount:	N/A	Budgeted:	N/A
List what fund:	N/A		

EXECUTIVE SUMMARY

The Winnebago Community School District 323 seeks to continue the School Resource Officer (SRO) Program for an additional 3 years, through the 2028-2029 school year. The Memorandum of Understanding currently in place ends at the end of the 2025-2026 school year. Minimal alteration to the current MOU needs to be made to accurately depict the costs associated with the continuation of the program, such as the SRO salary and fringe benefits package which have increased over the years. The current MOU included costs for the purchase of a police vehicle and equipment upfitting for use in the program. This 3-year extension would not include further vehicle costs due to the low mileage on the current SRO vehicle.

ATTACHMENTS (PLEASE LIST)

Spreadsheet outlining SRO personnel costs, overtime, vehicle maintenance and fuel costs.

ACTION REQUESTED

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

MOTION: I MOVE TO APPROVE RESOLUTION NO. 2025-__R, FOR MAINTENANCE UNDER THE ILLINOIS HIGHWAY CODE FOR THE WESTFIELD ROAD BOX CULVERT

Staff: Chief of Police Jeff White Date: 05/01/2026



Agenda Item Executive Summary

Item Name Local State of Emergency Ordinance Discussion Committee or Board Committee

BUDGET IMPACT

Amount:	N/A	Budgeted:	N/A
List what fund:	N/A		

EXECUTIVE SUMMARY

This item is for discussion regarding a proposed ordinance establishing a formal framework for declaring and managing a local state of emergency within the Village of Winnebago. The proposed ordinance is based on an Illinois Municipal League (IML) model ordinance and aligns with authority granted under the Illinois Municipal Code and the Illinois Emergency Management Agency Act.

During the development of the Village's purchasing policy, emergency purchasing provisions were initially included to address urgent situations. However, following Board discussion, those provisions were removed to allow for a more comprehensive and appropriate standalone ordinance.

In response, staff identified the IML model ordinance as a best-practice approach and has prepared a draft tailored to the Village. The proposed ordinance would define qualifying emergency conditions and establish the authority of the Village President to declare a local state of emergency and implement necessary measures to protect public health, safety, and welfare.

This discussion is intended to obtain Board feedback on the proposed approach, structure, and scope of authority prior to bringing a final ordinance forward for formal consideration.

ATTACHMENTS (PLEASE LIST)

IML Model Ordinance

ACTION REQUESTED

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

MOTION:

Staff: Joey Dienberg, Village Administrator Date: 5/6/2026

ORDINANCE NO. _____

**AN ORDINANCE PERTAINING TO LOCAL STATE OF EMERGENCY
FOR THE CITY/VILLAGE/TOWN OF _____**

[If home rule.] WHEREAS, the **City/Village/Town** of _____
(**City/Village/Town**), is a home rule unit of government and, pursuant to the provisions of said
Section 6(a) of Article VII, may exercise any power and perform any function pertaining to its
government and affairs; and

[If non-home rule.] WHEREAS, the **City/Village/Town** of _____,
(**City/Village/Town**), is a non-home rule unit of government; and

WHEREAS, the Illinois Municipal Code, 65 ILCS 5/11-1-6, provides for the declaration of a
state of emergency and the grant of extraordinary authority to the **Mayor/Village
President/Town President** by the corporate authorities; and

WHEREAS, the Illinois Emergency Management Agency Act, 20 ILCS 3305/11, further
provides for emergency local disaster declaration by the principal executive officer or his or her
interim emergency successor; and,

WHEREAS, the **City/Village/Town** now desires to provide for the exercise of extraordinary
powers by executive order during a state of emergency within the **City/Village/Town**.

NOW, THEREFORE, be it ordained, by the **City Council/President and Board of Trustees of
the Village/President and Board of Trustees of the Town** of _____ as
follows:

Section 1. The foregoing recitals shall be and are hereby incorporated as findings of fact
as if said recitals were fully set forth herein.

Section 2. That Chapter _____, Article _____ Section _____ entitled "Civil Emergencies" of
the **City/Village/Town** Code is hereby repealed and rescinded in its entirety and replaced with a
new Article _____, Section _____, which shall read as follows:

ARTICLE _____ SECTION _____ – LOCAL STATE OF EMERGENCY

(a) *Definitions.* The following words, terms and phrases, when used in this Section, shall
have the meanings ascribed to them in this Subsection, except where the context clearly indicates
a different meaning:

Emergency: (1) A riot or unlawful assembly characterized by the use of actual force or
violence or any threat to use force if accompanied by immediate power to execute by
three or more persons acting together without authority of law; or (2) Any natural
disaster, epidemic, or manmade calamity, including outbreak of disease, flood,
conflagration, cyclone, tornado, earthquake or explosion, or eminent threat of any of

those events within the corporate limits of the **City/Village/Town**, resulting in or threatening the death or injury of persons or the destruction of property to such an extent that extraordinary measures must be taken to protect the public health, safety and welfare.

Curfew: a prohibition against any person walking, running, loitering, standing or motoring upon any alley, street, highway, public property or vacant premises within the corporate limits of the **City/Village/Town** except officials of any governmental unit and persons officially designated to duty with reference to said civil emergency.

(b) *Declaration.* Whenever an emergency, as defined in Subsection (a) of this Section exists, the **Mayor/Village President/Town President** is authorized to declare the existence of a Local State of Emergency by means of a written *declaration* of the **Mayor/Village President/Town President**, under oath, setting forth the facts which constitute the emergency, describing the nature of the emergency and declaring that a Local State of Emergency exists in accordance with the definitions set forth in this Section. This declaration must be filed with the municipal clerk as soon as practicable after issuance.

(c) Curfew authorized. After proclamation of a Local State of Emergency by the **Mayor/Village President/Town President**, he or she may order a general curfew applicable to such geographical areas of the **City/Village/Town** or to the **City/Village/Town** as a whole, as he or she deems reasonable and advisable, and applicable during such hours of the day or night as he or she deems necessary in the interest of the public safety and welfare.

(d) Orders authorized. After the proclamation of a Local State of Emergency, the **Mayor/Village President/Town President** may also, in the interest of public safety and welfare, and to address this issues caused threatened by the emergency, make take any or all of the following actions by executive order during the state of emergency:

- 1) All actions reasonably necessary to respond to the emergency;
- 2) Approve previously appropriated expenditures of the **City/Village/Town** for the purpose of continuing the operations of the municipality;
- 3) In the event the Local State of Emergency extends beyond the current fiscal year and a new budget has not been approved, the **Mayor/Village President/Town President** shall be authorized to approve new spending by the **City/Village/Town** during the existence of the Local State of Emergency;
- 4) Order the closing of all retail liquor stores, including taverns and private clubs or portions thereof wherein the consumption of intoxicating liquor and beer is permitted;
- 5) Order the discontinuance of the sale of alcoholic liquor by any wholesaler or retailer;
- 6) Order the discontinuance of selling, distributing or giving away gasoline or other liquid flammable or combustible products in any container other than a gasoline tank properly affixed to a motor vehicle;
- 7) Order the discontinuance of selling, distributing, dispensing or giving away of any firearms or ammunition of any character whatsoever.

(e) Duration. The declaration herein authorized shall be effective for a period of up to **[XX days]** or until the adjournment of the next regular or special meeting of the **City Council/Board of Trustees of the Village/Board of Trustees of the Town**, whichever comes first, unless sooner terminated by a proclamation of the **Mayor/Village President/Town President**, or, his or her interim emergency successor, indicating that the civil emergency no longer exists. The **Mayor/Village President/Town President** or his or her interim emergency successor, shall have the power to re-proclaim the existence of an emergency at the end of each **[XX day]** period during the time said emergency exists.

(f) Notice. Upon issuing the proclamation herein authorized, the municipal clerk shall notify the news media situated within the **City/Village/Town**, and shall cause at least four copies of the proclamation *declaring* the existence of the emergency and any curfew to be posted at the following places within the **City/Village/Town**: the **City/Village/Town** hall, the police station, the post office, and in the area of any curfew.

(g) Violations. Any person violating the provisions of this Section or executive orders issued pursuant hereto shall be guilty of an offense against the **City/Village/Town** and shall be punished as provided by Section XX-XX of the **City/Village/Town** Code.

(h) Effect on other ordinances. Nothing contained in this Section shall be construed to impair the powers contained in this Code, giving powers to the police and fire departments, but shall be construed together with existing ordinances now in effect for the safety and welfare of the citizens of the **City/Village/Town**.

Section 3. Repeal of Conflicting Provisions. All ordinances, resolutions, and policies or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of the conflict, expressly repealed on the effective date of this Ordinance.

Section 4. Severability. If any provision of this Ordinance or application thereof to any person or circumstances is ruled unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this Ordinance is severable.

Section 5. The clerk is directed by the corporate authorities to publish this Ordinance in pamphlet form. This Ordinance shall be in full force and effect after its passage and publication in accordance with 65 ILCS 5/1-2-4.

PASSED THIS _____ day of _____, 20_____.

AYES: _____
 NAYS: _____
 ABSTENTIONS: _____
 ABSENT: _____

APPROVED THIS ____ day of _____, 20_____.

Mayor/Village President/Town President

ATTEST:

Clerk

BEFORE ADOPTING ANY ORDINANCE, MUNICIPAL OFFICIALS SHOULD CONSULT
WITH THEIR RETAINED LEGAL COUNSEL OR OTHER QUALIFIED ATTORNEY.