



VILLAGE OF WINNEBAGO

COMMITTEE OF THE WHOLE

August 05, 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 July 15, 2026

8. DISCUSSION

[a.](#) Greater Rockford Chamber of Commerce Economic Development Agreement

[b.](#) Civicplus Website, Agenda Management, and Accessibility Platform Migration
Discussion

[c.](#) Discussion of Entry-Level Police Officer Recruitment

[d.](#) Discussion Regarding Early Acceptance of Employee Resignations

[e.](#) Review of Closed Session Minutes

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

10. NEW BUSINESS

11. ADJOURNMENT

Posted: July 30, 2026 3:00 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 July 15, 2026, at 6:21 p.m. with Village President Franklin J Eubank, Jr. presiding. The link for the employees and the public to attend remotely was made available through GoToMeeting.

1. RECORDING OF THE MEETING

The meeting was recorded using GoToMeeting

2. CALL TO ORDER

The meeting was called to order at 6:21 p.m.

3. ROLL CALL

PRESENT: Trustee Jason Ackerman, Trustee Adam LeFevre, and Trustee Duane Springer

ABSENT: Trustee Jeremy Graham, Trustee John Kim, and Trustee Mike McKinnon

Guests present: Attorney Mary Gaziano, Village Administrator Joseph Dienberg, Treasurer Dana Novinson, Public Works Director Chad Insko, Chief Jeff White, Lieutenant Nick Haff, Steve Cuningham, Lindsay Carlson, Leslie Dimke, and Hudson Insko.

4. ESTABLISHMENT OF A QUORUM

A quorum was established.

5. MEETING GUIDELINES

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

No one attended remotely.

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. No one requested to address the Board.

APPROVAL OF MINUTES

- a. Approval of Committee of the Whole Meeting Minutes from July 1, 2026

Motion made by Trustee LeFevre, Seconded by Trustee Ackerman. Motion carried on a voice vote.

7. DISCUSSION

No items for discussion.

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

Not needed.

9. NEW BUSINESS

None.

10. ADJOURNMENT

Motion to adjourn at 6:22 p.m.

Motion made by Trustee LeFevre, Seconded by Trustee Springer. Motion carried on a voice vote.

UNAPPROVED

Sally Jo Huggins, Village Clerk



Agenda Item Executive Summary

Item Name

Greater Rockford Chamber of Commerce Economic Development Agreement

Committee or Board

Committee

BUDGET IMPACT			
Amount:	\$6,000	Budgeted:	N/A
List what fund:	Community Development		

EXECUTIVE SUMMARY

The Greater Rockford Chamber of Commerce has submitted the attached Economic Development Agreement for consideration as part of its proposed partnership with the Village of Winnebago. The proposed annual investment is \$6,000, which includes the Village's Chamber membership and regional economic development services. The agreement identifies the following primary deliverables for the Village:

- **Business Retention & Expansion** – Business outreach and retention visits, business sentiment surveys, referrals, assistance with incentives, follow-up services, and tracking of business needs and trends.
- **Business Attraction** – Lead generation, coordination with developers and site selectors, responses to Requests for Information (RFIs), site visit coordination, and prospect tracking.
- **Regional Marketing** – Promotion of the Rockford region and member communities through print and digital marketing, media outreach, trade shows, conferences, and business recruitment materials.
- **Site Readiness Support** – Collaboration with regional partners to improve the marketability and readiness of industrial and commercial development sites, including maintenance of available property information.
- **Workforce Development & Talent Attraction** – Coordination with regional workforce partners to strengthen the labor pipeline, employer engagement, and talent attraction initiatives.
- **Innovation Collaboration** – Support for regional innovation initiatives through collaboration with partner organizations and promotion of entrepreneurship and investment opportunities.
- **Program Administration & Reporting** – Monthly coordination meetings with Village staff, project management, regional project tracking, performance metrics, a six-month report to the Community Development Committee, and annual reporting to the Village Board.

This item is presented for Committee of the Whole discussion to obtain Board feedback on the proposed scope of services, expected deliverables, reporting expectations, performance measures, and overall value of the proposed partnership before staff returns with a recommendation for formal Board action.

ATTACHMENTS (PLEASE LIST)

None

ACTION REQUESTED

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

Staff:

Joseph Dienberg, Village Administrator

Date:

8/5/2026



CivicPlus
302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:
CivicPlus Pricing
Approval Date:
Expires On:

Statement of Work
Q-125090-1
7/10/2026 10:06 AM
8/31/2026

Client:
Village of Winnebago, IL

Bill To:
WINNEBAGO VILLAGE, ILLINOIS

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Erin Chmielowski		erin.chmielowski@civicplus.com		Net 30

Optional: Accessibility

QTY	PRODUCT NAME	DESCRIPTION
1.00	AudioEye Managed	AudioEye Managed: URL
1.00	AudioEye Managed Implementation	AudioEye Managed Implementation
1.00	Web Accessibility Year 1 Annual Fee Discount	Year 1 Annual Fee Discount
1.00	DocAccess	DocAccess is a document accessibility platform that scans, converts, and monitors PDF documents on websites to support ADA and Section 508 compliance efforts for users with disabilities.
1.00	DocAccess Implementation	Implementation of DocAccess

Optional: Recurring Redesign

QTY	PRODUCT NAME	DESCRIPTION
1.00	60 Month Redesign Standard Annual - Websites Central	60 Month Redesign Standard Annual - Websites Central

List Price - Initial Term Total	USD 10,092.00
Total Investment - Initial Term	USD 8,492.00
Annual Recurring Services (Subject to Uplift)	USD 8,092.00

Initial Term	24 Months beginning on 9/1/2026. Total Investment - Initial Term refers to the first 12 months of the agreement. Annual Recurring Services (subject to Uplift) refers to the second 12 months of the agreement.
Initial Term Invoice Schedule	100% invoiced on 1/18/2027.
Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

If the customer has subscribed to the DocAccess services, which is evidenced by the DocAccess line item shown above, the covered domains for the service shall be limited to:
<https://www.villageofwinnebago.com/>

Acceptance of Quote # Q-125090-1

The undersigned acknowledges having read, understood, and agreed to be bound by the binding terms and conditions incorporated into this SOW. This SOW shall become effective as of the date of the last signature below ("Effective Date").

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By (please sign):

By (please sign):

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:
CivicPlus Pricing
Approval Date:
Expires On:

Statement of Work
Q-123716-1
7/10/2026 10:49 AM
7/31/2026

Client:
Village of Winnebago, IL

Bill To:
WINNEBAGO VILLAGE, ILLINOIS

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Erin Chmielowski		erin.chmielowski@civicplus.com		Net 30

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	DNS and Domain Hosting Setup	DNS and Domain Hosting Setup (http://URL)
1.00	Municipal Websites Central: Migration Standard Implementation	Includes full setup and configuration of the approved website design
1.00	Municipal Websites Central: Meeting Migration	All publicly available word / pdf formatted meetings and agendas migrated
1.00	Municipal Websites Central: Content Migration	All publicly available non-time sensitive published content migrated while maintaining formatting. Spelling & Links check completed.
1.00	Municipal Websites Central: Group Training	Blended system training, online learning paired with access to a trainer for questions and learning reinforcement. Migration of the current year plus two previous years of simple meeting agendas and minutes.

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	Municipal Websites Central: Starter Standard Annual Fee	Municipal Websites Central : Starter Standard Annual Fee

QTY	PRODUCT NAME	DESCRIPTION
1.00	Municipal Websites Central: Starter Hosting and Security Annual Fee	Municipal Websites Central: Module Based Hosting and Security Annual Fee
1.00	Guardian Security (Cloudflare WAF/CDN)	Cloudflare Tier 1 WAF/CDN security protection
1.00	SSL Management CivicPlus Provided	SSL Management CivicPlus Provided: URL
1.00	DNS Hosting for .GOV Annual Fee	DNS Hosting for .GOV Annual Fee: URL

Initial Term	1/18/2027 - 1/17/2028, Renewal Term 1/18 each calendar year
Initial Term Invoice Schedule	100% Invoiced on Initial Term Start Date

	Annual Subscription	One Time Fees	Annual Total
Year One	USD 0.00	USD 0.00	USD 0.00
Year Two	USD 0.00		USD 0.00
Subtotal			USD 0.00
Annual Recurring Services Starting Year 3			USD 0.00
Renewal Procedure		Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date	
Annual Uplift		5% to be applied in year 3	

If the customer has subscribed to the DocAccess services, which is evidenced by the DocAccess line item shown above, the covered domains for the service shall be limited to:
<https://www.villageofwinnebago.com/>

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Acceptance of Quote # Q-123716-1

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For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client SignatureCivicPlus

By (please sign):

By (please sign):

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)



CivicPlus
302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:
CivicPlus Pricing
Approval Date:
Expires On:

Statement of Work
Q-124015-1
7/1/2026 2:43 PM
1/11/2027

Client:
Village of Winnebago, IL

Bill To:
WINNEBAGO VILLAGE, ILLINOIS

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Erin Chmielowski		erin.chmielowski@civicplus.com		Net 30

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	AMM Select: Conversion Pro Premium Implementation	AMM Select: Conversion Pro Premium Implementation

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	AMM Select: Pro Annual Fee	AMM Select: Pro Annual Fee
1.00	AMM Select: AI Editing Assistant	AMM Select: AI Editing Assistant

QTY	PRODUCT NAME	DESCRIPTION
1.00	Conversion Pro Premium Package	Conversion Pro Premium Package

Total Investment - Initial Term	USD 5,300.00
Annual Recurring Services (Subject to Uplift)	USD 5,300.00

Initial Term	1/11/2027 - 1/10/2028, Renewal Term 1/11 each calendar year
Initial Term Invoice Schedule	100% Invoiced on Initial Term Start Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

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Acceptance of Quote # Q-124015-1

The undersigned acknowledges having read, understood, and agreed to be bound by the binding terms and conditions incorporated into this SOW. This SOW shall become effective as of the date of the last signature below ("Effective Date").

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client SignatureCivicPlus

By (please sign):

By (please sign):

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)



Agenda Item Executive Summary

Item Name

Civicplus Website, Agenda Management, and Accessibility Platform Migration Discussion

Committee or Board

Committee

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

EXECUTIVE SUMMARY

The Village's current CivicPlus Municipal Websites Open and Agenda and Meeting Management Essential platforms will reach end-of-life on June 30, 2027, requiring migration to supported systems. Staff recommends transitioning to Central Starter and Agenda and Meeting Management Select to provide a modern, integrated platform that improves website management, agenda preparation, public access, and operational efficiency.

The migration also addresses new federal digital accessibility requirements by adding AudioEye and DocAccess. These services assist the Village in meeting DOJ/WCAG accessibility standards by providing automated website monitoring, document remediation, accessible PDF conversions, and ongoing compliance support, significantly reducing the staff time required to manually make documents accessible.

The upgraded platforms also enhance cybersecurity through GovRAMP and NIST-based infrastructure while improving transparency, resident engagement, and staff productivity through integrated workflows and automation. Beginning implementation now will provide adequate time for planning, content migration, training, and deployment well in advance of the June 30, 2027 deadline.

ATTACHMENTS (PLEASE LIST)

Website Statement of Work, Agenda & Meeting Management Statement of Work, Accessibility Statement of Work

ACTION REQUESTED

☒For Discussion Only

☐Resolution

☐Ordinance

☐Motion:

MOTION:

Staff:

Joseph Dienberg, Village Administrator

Date:

8/6/2026



Agenda Item Executive Summary

Item Name POLICE OFFICER RECRUITMENT Committee or Board Board

BUDGET IMPACT

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

EXECUTIVE SUMMARY

Due to the lack of acceptable candidates for lateral hiring by the police department, it is being taken into consideration to hire an uncertified candidate and send that individual to the police academy. Eligible candidates must pass written testing as well as the POWER test prior to attending the academy. This consists of passing performance of several physical activities based on the candidates age and gender (male/female). The academy is an intensive 16-week program that ensures attending officers receive basic knowledge to become certified officers. The culmination of the academy includes a State of Illinois certified testing process which must be passed with an acceptable grade before becoming certified as a police officer in Illinois. The academy costs, which include room, board and meals, would be at the expense of the candidate's employing agency and would be currently \$7,338.14. A portion of this financial obligation is reimbursable through the State of Illinois at a maximum of 50%. Candidate wages for the 16-week academy are also a consideration of this initiative. Fiscal year 2027 budgeting constrains may make this initiative a non-starter.

ATTACHMENTS (PLEASE LIST)

ACTION REQUESTED

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

Staff: Jeff White, Chief of Police Date: 07/30/2026



Agenda Item Executive Summary

Item Name

Discussion Regarding Early Acceptance of Employee Resignations

Committee or Board

Committee

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

EXECUTIVE SUMMARY

Village staff is seeking policy direction from the Board regarding the practice of accepting employee resignations prior to the employee's stated final day of employment.

The Village Attorney has advised that when an employee voluntarily resigns and the Village elects not to allow the employee to work through their notice period, the Illinois Department of Employment Security may consider the separation to be an employer-initiated termination for the period between the employee's last day worked and their intended resignation date. This can result in the employee becoming eligible for unemployment benefits during that period, which may increase the Village's unemployment experience rating and, in turn, increase future unemployment insurance costs.

Based on this legal guidance, the Village's current practice has been to continue paying employees through their stated resignation date when they are not asked to report to work during their notice period. This approach is intended to preserve the voluntary nature of the resignation while minimizing the Village's exposure to unemployment claims.

There are circumstances where immediately accepting a resignation is operationally beneficial. Within the Winnebago Police Department, for example, the preferred practice is to relieve resigning officers of duty immediately to avoid complications related to court appearances, access to sensitive law enforcement information, equipment, and scheduling, while maintaining effective patrol operations. However, this practice may result in paying an employee for time not worked. In a recent police resignation, the Village incurred approximately 60 hours of paid non-working time in addition to the employee's accrued vacation payout.

Staff is requesting policy direction from the Board on its level of tolerance for the potential unemployment liability associated with accepting employee resignations prior to their stated effective date. If the Board is comfortable accepting that risk in situations where operational needs warrant an immediate separation, staff will adjust its administrative practice accordingly. If the Board is not comfortable assuming that risk, staff will prepare a formal policy establishing consistent procedures for handling employee resignations in a manner that mitigates potential unemployment claims while balancing the Village's operational needs.

ATTACHMENTS (PLEASE LIST)

None

ACTION REQUESTED

☒For Discussion Only

☐Resolution

☐Ordinance

☐Motion:

MOTION:

Staff:

Joseph Dienberg, Village Administrator

Date:

8/5/2026