



VILLAGE OF WINNEBAGO

REGULAR BOARD MEETING AGENDA

Wednesday, June 18, 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 June 4, 2025

12. APPROVAL OF BILLS

- [a.](#) *Approval of Invoices Presented for Payment \$83,643.90

13. PRESIDENT

- [a.](#) President's Report- May 2025

14. CLERK'S REPORT

15. TREASURER'S REPORT

- [a.](#) May Treasurer's Report - NONE

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.](#) 2025 Water Project-Local Funds Aligning with IEPA SRLF Project
- [b.](#) Resolution to Approve Purchase for a 1-Ton Truck
- [c.](#) A Resolution Authorizing a Professional Services Agreement with Fehr Graham for the West Main Street Widening Project
- [d.](#) A Resolution Affirming The Signature Of The Village President On The Illinois Department Of Transportation Local Public Agency General Maintenance Estimate Of Maintenance Costs For Goodling Resurfacing Project

19. COMMUNITY DEVELOPMENT COMMITTEE/REPORTS/REQUESTS

- [a.](#) Sale of Village Owned Property- Winnebago Highlands

20. POLICE COMMITTEE/REPORTS/REQUESTS

21. FINANCE COMMITTEE/REPORTS/REQUESTS

- [a.](#) Ordinance Repealing the Errant Water Policy of the Village of Winnebago

22. LIQUOR COMMITTEE/REPORTS/REQUESTS

23. ADMINISTRATIVE TEAM/REPORTS/REQUESTS

- a. Confirm Trustee Availability for July 2 Board Meeting and 4th of July Events

24. ZONING COMMISSION/REPORTS/REQUESTS

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

26. NEW BUSINESS

27. TABLED/DEFERRED ITEMS

28. UPCOMING MEETINGS

29. ADJOURNMENT

**Posted: June 11, 2025 at 1:15 p.m. at 108 W. Main Street, Winnebago, IL
and online at www.villageofwinnebago.com Tel 815.335.2020 | Fax 815.415-8491
/s/ Kellie Symonds, Deputy Clerk**



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 JUNE 4, 2025, AND APPROVAL OF INVOICES PRESENTED FOR PAYMENT

Staff: Rachel Windgassen, Administrative Assistant Date: 6/18/25

The Board of Trustees of the Village of Winnebago met in person June 4, 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 - SPRINGER- - present
MCKINNON – virtual
LEFEVRE - absent

Guests: Attorney Mary Gaziano, Chief Jeff White, Lieutenant Nick Haff, Deputy Clerk Kellie Symonds, Assistant Deputy Clerk Rachel Windgassen, Public Works Director Chad Insko, and Luke Ziegler. Village Administrator Joseph Dienberg attended virtually.

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 participate fully in the meeting and vote. 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. ACKERMAN, seconded by MR. KIM to approve the Consent Agenda items. The motion carried on a unanimous roll call vote of those present.

11a. Approval of Board Trustees Meeting Minutes of May 07, 2025

11b. Approval of Board Trustees Meeting Minutes of May 21, 2025

12a. Approval of Invoices Presented for June 4, 2025, Payment \$7112,078.44

12b. Approval of Invoices Present for Payment for May 21, 2025, \$67,025.60

12c. Approval of Escrow Payments

20a. Resolution 2025-16R A RESOLUTION AUTHORIZING REIMBURSABLE EXPENDITURE FOR LESS LETHAL EQUIPMENT ALREADY RECEIVED FROM AXON ENTERPRISES, INC. THROUGH GRANT FUNDS.

20b. Firecracker Road Closure – 5K Winnebago Park District

21a. Line-Item Transfers

13. PRESIDENT

a. The President's report for May 21, 2025, was included in the packet.

b. Steve Davis of Reagan Mass Transit explained mass transit will be available to rural Winnebago County on July 1, 2025. The service will require an appointment the day before the needed pickup.

14. CLERK – No items to report

15. TREASURER'S REPORT

a. Treasurer's Report for May 21, 2025, was included in the packet.

16. ADMINISTRATIVE REPORTS – Included in the packet

17. QUESTIONS FROM TRUSTEES/STAFF - There were no questions from Trustees or Staff

18. PUBLIC WORKS COMMITTEE/REPORT/REQUESTS

a. The 2025 Water Project Local Funds Aligning with IEPA SRLF Project will not be funded this cycle.

b. The Church/Goodling looping project by village staff was successfully completed at a savings of more than one hundred thousand dollars. A motion was made by MR. ACKERMAN, seconded by MR. KIM to adopt Resolution 2025-17R A RESOLUTION AUTHORIZING THE VILLAGE OF WINNEBAGO PUBLIC WORKS DEPARTMENT TO CONSTRUCT THE CLAYTON COURT WATER MAIN LOOP IN-HOUSE WITH A NOT-TO-EXCEED AMOUNT OF \$80,000. Motion carried on a unanimous roll call vote of those present.

Board of Trustees

June 4, 2025

Pg 2 of 2

19. COMMUNITY DEVELOPMENT COMMITTEE/REPORTS/REQUESTS.
 - a. No update on the Sale of Village Owned Property at Winnebago Highlands
20. POLICE COMMITTEE/REPORTS/REQUESTS – No items for discussion.
21. FINANCE COMMITTEE/REPORTS/REQUESTS – No items for discussion.
22. LIQUOR COMMITTEE/REPORTS/REQUESTS - No items for discussion.
23. ADMINISTRATIVE TEAM/REPORTS/REQUEST –
 - a. A motion was made by MR. ACKERMAN, seconded by MR. KIM to adopt Resolution 2025-18R A RESOLUTION FORMALLY ADOPTING THE VILLAGE OF WINNEBAGO STRATEGIC PLAN FOR 2025-2028. Motion carried on a voice vote.
 - b. A motion was made by MR. KIM, seconded by MR. ACKERMAN to adopt Ordinance 2025-08 AN ORDINANCE ADOPTING UPDATES TO THE PERSONNEL POLICY OF THE VILLAGE OF WINNEBAGO, ILLINOIS. Motion carried on a unanimous roll call vote of those present.
24. ZONING COMMISSION/REPORTS/REQUESTS –
 - a. A motion was made by MR. KIM, seconded by MR. ACKERMAN to adopt Ordinance No. 2025-09, AN ORDINANCE ADOPTING FEES FOR ZONING APPLICATIONS AND AUTHORIZING THE USE OF A CONSISTENT ZONING APPLICATION FORM FOR THE VILLAGE OF WINNEBAGO, ILLINOIS. Motion carried on a unanimous roll call vote of those present.
26. NEW BUSINESS

Mr. Dienberg noted the 2025 4th of July celebration will include Fireworks the night of July 3 and the parade will be the morning of July 4. Donations are being collected to offset the cost of the fireworks. Mrs. Gray is encouraging everyone to donate as they pay their water bills, etc.

It was noted that some communities have drone displays rather than fireworks.
25. EXECUTIVE SESSION (CLOSED SESSION) – pursuant to 5ILCS 120/2(c)

A motion was made by MR. ACKERMAN, seconded by MR. KIM to go into closed session at 6:34 pm to discuss possible appointments, employment, compensation, discipline, performance, or dismissal of specific employees. Motion carried on a unanimous roll call vote of those present.

The Board returned to regular session at 6:49 p.m.
27. TABLED/DEFERRED ITEMS – none
28. UPCOMING MEETINGS

The next Board meeting will be June 18, 2025, at 6:00 p.m., followed by the Committee of the Whole Meeting.
29. ADJOURNMENT

A motion was made by MR. KIM, seconded by MR. ACKERMAN, to adjourn at 6:50 p.m. The motion carried on a voice vote.

UNAPPROVED

Sally Jo Huggins, Village Clerk

Warrant List

June 18, 2025
Board Meeting

Warrant List

Section 1: Invoices Presented for Approval - **\$83,643.90**

Section 2: Invoices over \$5,000 - **\$68,617.52**

** Invoices are available for inspection and review**

SECTION 1:

WARRANT LIST

June 4, 2025

Invoices Presented

For Board Approval

Total Invoices: **\$83,643.90**

SECTION 2:

WARRANT LIST

June 04, 2025

Invoices Over \$5,000

\$68,617.52

These invoices are included in the
Section 1 Warrant List

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
000455	AXON ENTERPRISE, INC. I-INUS315392	TASERS: RES 2025-16R	R	6/18/2025		15,686.00CR	026544	15,686.00
000108	BADGER METER INC I-80197494	ORION CELLULAR MAY 2025	R	6/18/2025		1,178.95CR	026545	1,178.95
000229	BENNING GROUP, LLC I-61789	AUDIT 2024: RES 2024-15R	R	6/18/2025		13,650.00CR	026546	13,650.00
000460	CORE & MAIN LP I-W944117 I-X019058	HURCO DUAL HYDRAULIC PUMP 17OZ BLUE MARKING PAINT	R R	6/18/2025 6/18/2025		870.00CR 140.64CR	026547 026547	 1,010.64
000038	DIAMOND PROPERTY MAINTENANCE, INC. I-25133	CLEANING SERVICES MAY 25	R	6/18/2025		160.00CR	026548	160.00
1	ENGELKES I-46806	SIDEWALK REIMBURSE	R	6/18/2025		364.00CR	026549	364.00
000024	FEHR-GRAHAM & ASSOCIATES I-131847 PRJ:25-125	2025 GENERAL ENGINEERING	R	6/18/2025		2,321.25CR	026550	2,321.25
016040	FERGUSON WATER WORKS SUPPLY I-0509205-1	METER PITS	R	6/18/2025		126.73CR	026551	126.73
000546	FURST STAFFING I-2000079941 I-2000079999	LORFELD-GRAY: WEEK END 5/25/25 LORFELD-GRAY: WEEK END 6/1/25	R R	6/18/2025 6/18/2025		678.22CR 859.52CR	026552 026552	 1,537.74
000536	GILL'S FREEPORT DISPOSAL I-23847279T087	GILL'S: JUNE STATEMENT	R	6/18/2025		19,285.06CR	026553	19,285.06
000091	ILLINOIS RURAL WATER ASSOCIATION I-5331	ILRWA: 2025-2026 MEMBERSHIP	R	6/18/2025		526.50CR	026554	526.50
016037	KELSEY EXCAVATING INC. I-2025-27	MAIN LOOP BORING: RES 2025-07R	R	6/18/2025		10,000.00CR	026555	10,000.00
000165	LAKESIDE INTERNATIONAL TRUCKS I-7289378P I-7289394P	FITTINGS, VALVES, WET AIR TANK CABLE, MOUNTING, WASHER	R R	6/18/2025 6/18/2025		815.92CR 61.38CR	026556 026556	 877.30

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
000639	LRS, LLC							
	I-PS657541	MEMORIAL PARK RENTAL 5/30-6/25	R	6/18/2025		137.50CR	026557	137.50
000307	MANHEIM, CASPER							
	I-25-06	JUNE CODE ENFORCEMENT	R	6/18/2025		960.00CR	026558	
	I-25-06B	JUNE BUILDING INSPECTOR	R	6/18/2025		1,000.00CR	026558	1,960.00
000257	MARK D. OLSON CPA, LTD							
	I-1735	AUDIT PREP: 12/13/24-5/30/25	R	6/18/2025		2,975.00CR	026559	2,975.00
000010	MERIDIAN IMPLEMENT COMPANY							
	I-01-214942	STH- KW KM POWER SWEEP ATTACH	R	6/18/2025		354.99CR	026560	
	I-01-215317	INT- BATTERY (LT CORE)	R	6/18/2025		229.95CR	026560	
	I-01-215384	OIL FILTER AND OIL	R	6/18/2025		36.85CR	026560	621.79
000416	PHILS POWER PLUS							
	I-80459	2019 INTNL/ 2014 INTNL	R	6/18/2025		80.00CR	026561	80.00
000291	ROCK VALLEY CULLIGAN							
	I-0688549	COOLER RENTAL: 6/1-6/30	R	6/18/2025		44.45CR	026562	44.45
000422	ROCKFORD INFORMATION TECHNOLOGIES, INC.							
	I-41698	SPRINGER: LAPTOP SETUP	R	6/18/2025		237.50CR	026563	237.50
000142	ROCKFORD LITHO CENTER							
	I-19089	#9 WINDOW ENVELOPES	R	6/18/2025		496.00CR	026564	496.00
000686	SAFE STEP LLC							
	I-4582	EVALUATE SIDEWALKS:RES2025-12R	R	6/18/2025		9,996.46CR	026565	9,996.46
000411	UNIFORM DEN EAST INC							
	I-96813	MCNEELY: GLOVES	R	6/18/2025		28.50CR	026566	28.50
000698	VCNA PRAIRIE MATERIALS							
	I-891996051	CHURCH/GOODLING STONE	R	6/18/2025		342.53CR	026567	342.53

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	24	0.00	83,643.90	83,643.90
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:	24	0.00	83,643.90	83,643.90
TOTAL ERRORS:	0	TOTAL WARNINGS:	0	

PACKET: 02999 BOARD PACKET 6/18/25

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP AP BANK

Section 12. Item #a.

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
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** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
01	6/2025	56,003.00CR
17	6/2025	3,786.53CR
51	6/2025	23,854.37CR
=====		
ALL		83,643.90CR

VENDOR SET: 01 Village of Winnebago, IL

BANK: AP AP BANK

DATE RANGE: 6/18/2025 THRU 6/18/2025

Section 12. Item #a.

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000455	AXON ENTERPRISE, INC.							
I-INUS315392	TASERS: RES 2025-16R	R	6/18/2025	15,686.00		026544		15,686.00
000229	BENNING GROUP, LLC							
I-61789	AUDIT 2024: RES 2024-15R	R	6/18/2025	13,650.00		026546		13,650.00
000536	GILL'S FREEPORT DISPOSAL							
I-23847279T087	GILL'S: JUNE STATEMENT	R	6/18/2025	19,285.06		026553		19,285.06
016037	KELSEY EXCAVATING INC.							
I-2025-27	MAIN LOOP BORING: RES 2025-07R	R	6/18/2025	10,000.00		026555		10,000.00
000686	SAFE STEP LLC							
I-4582	EVALUATE SIDEWALKS:RES2025-12R	R	6/18/2025	9,996.46		026565		9,996.46

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	5	68,617.52	0.00	68,617.52
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	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: AP TOTALS:	5	68,617.52	0.00	68,617.52
BANK: AP TOTALS:	5	68,617.52	0.00	68,617.52
REPORT TOTALS:	5	68,617.52	0.00	68,617.52

SELECTION CRITERIA

Section 12. Item #a.

VENDOR SET: 01-Village of Winnebago, IL

VENDOR: ALL

BANK CODES: All

FUNDS: All

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999

DATE RANGE: 6/18/2025 THRU 6/18/2025

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

JUNE 18, 2025, PRESIDENT'S REPORT

Spent the month of May 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 May.

May 6, 2025 – Met with Winnebago County Board Chairman Joseph Chiarelli and Todd Marshall of the Winnebago County Health Department to review Water Report prepared by those departments assessing current and future concerns about every water system in the county. First study of its kind by the county, so wanted a baseline to start and then reference it as grants may be needed in the future.

May 7, 2025 – Telephone conference with Winnebago County Board Member Aaron Booker to discuss restoration of Winnebago County Chairman's powers that were previously taken away under former Chairman.

May 7, 2025 – Attended and led the Village Board meeting

May 7, 2025 – Attended and led the Village C.O.W. meeting (Committee of the Whole)

May 13, 2025 – lunch with Village Administrator to discuss various village items.

May 14, 2025 – Attended Annual Police Memorial Church Service hosted by the Winnebago Police Department at Cross Roads Church. Presented my reading during the service that I prepared prior to the service.

May 21, 2025 – May 28, 2025 – away on personal matter (attended wedding of my nephew in Colorado). Handled various village issues when able during that time

Village Administrator Monthly Report – May 2025

General Updates

- **Strategic Plan Finalization:** Coordinated final preparations for the Strategic Plan’s formal adoption.
- **Audit Preparation:** Worked with the Treasurer, Deputy Clerk, and external auditors from Benning Group to prepare materials and assist the audit field team during their on-site work.
- **Board and Committee Support:** Prepared materials for the Committee of the Whole and Regular Board meetings, and supported post-meeting document management.
- **Personnel and Intern Hiring:** Participated in NIU MPA intern interviews alongside Public Works Director and Deputy Clerk. Extended an offer to a candidate to assist with community development and other special projects.
- **Library-Park Coordination:** Met with representatives from the Library District and Park District to discuss the Story Walk project and future collaboration opportunities.
- **Police Week Participation:** Attended all events held during National Police Week, including the memorial breakfast, the church service, and community activities in recognition of law enforcement personnel.

Economic Development/Community Development/Zoning

- **Development Interest:**
 - Held a meeting with a prospective homebuilder regarding vacant parcels in Willingham and Highlands Residential developments, as well as Greenlee lots. These discussions included the Public Works Director and focused on infrastructure access and incentives.
 - Continued coordinating with developers of the Main Street/Table Top Supper Club project to assist with site plan logistics and communications with engineering partners.
 - Responded to a new inquiry from a business owner regarding liquor licensing. Coordinated with the Village Attorney to address regulatory needs.
- **Zoning & Permits:**
 - Worked with residents and staff on a fence complaint and coordinated reviews with the Building Official, prompting further discussion of a proposed text amendment to the UDO fence requirements.
 - Oversaw preparation and follow-up for the Zoning Board’s special use permit approval for a body art establishment at 126 S. Benton St. Following public hearings and deliberation, the Board approved the permit with conditions regarding operating hours and visibility restrictions.
- **Village-Owned Property:** Continued negotiations for the sale of Village-owned property, including coordination with special counsel, the Village Engineer, and prospective buyers regarding infrastructure needs and legal conditions.

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



BOARD BRIEFS

Section 16. Item #a.

WEEKLY UPDATE FROM THE VILLAGE ADMINISTRATOR

VOLUME 2025-17
WEEK OF APR 27

The Treasurer worked with Mark Olson on Wednesday, completed SLRF reporting, and worked on cleaning up an Unapplied Credit issue in Utility Billing. The Treasurer also worked with the front office to create a new permit process in Incode and worked on Board reports and the Construction in Progress update. Additionally, preparation for the auditors began. The Deputy Clerk completed liquor and gaming renewals and hand-delivered them, while both the Deputy Clerk and Assistant Deputy Clerk prepared agendas and packets for the Zoning Board, Board, and CoW meetings. The Village Administrator prepared research for the upcoming board meeting regarding the grocery tax, met with Four Rivers and the developers of 209 W Main Street - "Table Talk Supper Club" regarding their project, and walked them through the site plan review process. The Administrator also attended the NorthCOG meeting on Friday, met with a Library District trustee regarding the "Story Walk" project, and communicated with a potential buyer of village-owned property to discuss the potential sale and negotiations.

OFFICE STAFF

Public Works completed daily rounds for IEPA compliance, including data recording and water treatment for 6 deep water wells. The team completed 2 full mowing circuits, 2 trash circuits, and roadside trash pickup. They also completed ROW restoration in water main break locations, finishing the grade with black dirt and seed. Public Works continued routine wellhouse cleaning and maintenance and worked with the Winnebago County School District (WCUSD) on ongoing projects. The team conducted additional water main locates and re-marking related to Silo Fiber directional boring in the Village ROW and completed cold patching. They also performed 14 Julie locates, including a large-scale outlay for the Silo fiber network and a large-scale project at Amazon at Rock 39. The team completed 240' x 5' of sidewalk replacement on the 200 block of S. Seward, prepping with stone for the sidewalk replacement. Public Works removed trees and stumps in planned right-of-way areas, cleaned up debris, and added black dirt and seed to locations, including winter removal areas. They directional bored the first 320' of 6" HDPE for the S. Goodling and S. Church St. water main project and conducted a tie-in of the 6" water main on S. Goodling Street. The team also attended larvicide training for mosquito management at the Winnebago County Health Department and installed secondary containment for a chlorine tank at Well #4. Routine upkeep was conducted on ball diamonds and concession stands.

PUBLIC WORKS

The Police Department responded to 64 calls for service, wrote 14 incident/supplemental reports, issued 17 traffic citations and warnings, and made 6 arrests. The department also investigated 2 vehicle crashes. 1 solicitor was issued a citation for operating without a permit, and the department worked on 3 FOIA requests. Chief White, Lt. Haff, and Officers McNeely and Mund attended a training session hosted by the Winnebago County State's Attorney's Office. The training focused on updates and best practices for reading driver's abstracts for court-related purposes. The annual Body-Worn Camera Report was submitted in compliance with the state training board, Governor's Office, and General Assembly requirements. SRO Spelman remained active with the school district, handling various student-related issues and preparing for the final stretch of the academic year. The Senior Class cookout, organized as an alternative to the traditional "senior prank," was a success with positive feedback from students and staff. Chief White and Sheriff Caruana addressed the senior class, and officers were present to support the event. The department also engaged in police officer shadowing events, where high school students were shown various law enforcement facilities, including the Winnebago Police Department, Winnebago County 911 Center, Winnebago County Coroner's Office, Winnebago County Sheriff's Crime Scene Division, and Winnebago County Corrections Division.

POLICE



BOARD BRIEFS

Section 16. Item #a.

WEEKLY UPDATE FROM THE VILLAGE ADMINISTRATOR

VOLUME 2025-18
WEEK OF MAY 5

The Police Department recorded 47 calls for service, filed 11 incident/supplemental reports, issued 11 traffic citations and warnings, and made 2 arrests. The department addressed 2 parking violations and worked on 7 FOIAs. SRO Spelman managed several significant incidents at the school, including a serious report received over the weekend that required thorough investigation. Several overlapping events at the school and park district facilities resulted in parking issues in the area, leading to a spike in calls for service. Officers conducted firearm proficiency testing with the newly acquired patrol rifles at the local quarry with the Sheriff's Office. 98% of the new TASER units have arrived, and the department is ready to begin the rollout process. Lt. Haff coordinated TASER certification training with the Cherry Valley Police Department scheduled for June 10 and 12, ensuring all officers are trained and equipped before the Fourth of July holiday. Chief White hosted a site visit with the regional director of the Illinois Law Enforcement Alarm System (ILEAS) as part of the ongoing TASER grant process. The department submitted its annual DUI arrest statistics to the Alliance Against Intoxicated Motorists (AAIM) for 2024. Lt. Haff also met with WBS Fire to coordinate First Aid and CPR training for all Village staff, with a tentative training date of May 30, 2025, at 2:00 p.m. The department received a competitive quote for upfitting the newest squad car.

POLICE

Clerk staff attended the zoning and board meetings, completed the minutes for both, and prepared the necessary documents and packets. The Deputy Clerk finalized liquor and gaming licenses, worked with the assistant deputy clerk to continue working on revising internal permit processes, including driveway/sidewalk permits and fence easement agreements to improve the resident process. The Treasurer continued audit preparation, worked with the front office on updating permit files, and began working on reporting for the next meeting. The Village Administrator communicated with various developers on ongoing projects, including the Table Top Supper Club project downtown, coordinating with their engineering firm on preparing a site plan. The Administrator also coordinated scheduling a meeting with a homebuilder interested in purchasing vacant lots in the village.

OFFICE STAFF

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 from both the Village of Winnebago and the Winnebago County Water District, as well as additional IEPA and IDPH-required water samples for QA/AC. The team completed 2 full mowing circuits and 2 trash circuits. Routine wellhouse cleaning and maintenance was conducted, and they worked on water main looping at S. Goodling and S. Church St.. Additional water main locates and re-marking were done with Silo Fiber directional boring in the Village ROW. Mower belts and blades were replaced on the Scag, and the tire was repaired. Public Works completed 18 Julie locates, including a large-scale outlay for the Silo fiber network and the ongoing project at Amazon at Rock 39. They also conducted Bacti sampling and pressure testing for the Goodling and Church Water main. The team performed heavy truck state vehicle inspections and completed extensive vehicle and amenities clean-up after the water main installation. Water treatment chemicals were received at all three facilities, and double wall containment tanks were installed at Well #4 in compliance with IEPA mandates. Public Works attended the Touch a Truck event at WCUSD 323, replaced chemical injection equipment at Well #4, and continued restoration work at various job sites, including black dirt and grass seed for water repairs, stump removals, and sidewalk installs.

PUBLIC WORKS



BOARD BRIEFS

Section 16. Item #a.

WEEKLY UPDATE FROM THE VILLAGE ADMINISTRATOR

VOLUME 2025-19
WEEK OF MAY 11

Public Works completed daily rounds for IEPA compliance, including data recording and water treatment for 6 deep water wells. They completed 2 full mowing circuits, 2 trash circuits, and roadside trash pickup. The team completed a water main project at S. Church and Goodling St. and conducted routine wellhouse cleaning and maintenance. Public Works continued working with WCUSD on various projects and conducted water main locates and re-marking related to Silo Fiber directional boring in the Village ROW. They responded to an emergency water main break on Sunday, at 105 N Pecatonica Street from 2:00 AM to Noon. Public Works completed 17 Julie locates, including a large-scale outlay for the Silo fiber network and the ongoing Amazon project at Rock 39. The team removed 240' x 5' of sidewalk on 200 block of S. Seward and 300 block of N Main St, prepping with stone for sidewalk replacement. Trees and stumps were removed in planned areas of the right-of-way, and debris was cleaned up. Black dirt and seed were applied to locations, including winter removal areas. They replaced a culvert tube at 300 N Benton St in conjunction with a water service repair. The team began weed spraying on all Village properties and the walking path. Flushing and boil order procedures were completed, and 12 door knockers were hung for delinquent water bills. Public Works also conducted water shut-offs for non-payment and performed routine upkeep of the ball diamonds and concession stands. The hydraulic pump on the Hurco vactrailer was replaced.

PUBLIC WORKS

The Police Department recorded 59 calls for service, filed 14 incident/supplemental reports, issued 15 traffic citations and warnings, and made 2 arrests. A new UTV registration was completed for the Winnebago Park District at no charge. FOIAs continued to come in, with several being processed. Chief White and Lt. Haff met with the School District Superintendent and School Board President to discuss next steps in expanding the SRO program. The Senior Class's last day was on Tuesday, and although efforts were made to prevent a prank, it resulted in a prank but with no criminal activity and was handled as good fun. The county covered one and a half shifts due to scheduled staff training. On Wednesday, the 45th Annual Church Service for Police Memorial Week was held at Crossroads Community Church, marking the first time the event was hosted in the Village of Winnebago. All full-time officers attended, a first in over a decade. On Thursday, all full-time officers participated in High-Risk Traffic Stop training, a state-mandated class. Cherry Valley PD instructed, with officers from multiple agencies participating. WBS Fire graciously provided training space. Throughout Police Week, the department received generous support from the community, with Bonnie in the front office making treat trays, the Village providing breakfast pizza, and Dustin Jarrard from Country Financial bringing donuts, bagels, and drinks. A patrol vehicle was cleaned and displayed at Cherry Vale Mall for the annual Police Week display. Lt. Haff worked with IT on various cybersecurity issues, and the department finalized details for First Aid, CPR, Stop the Bleed, and NARCAN training, scheduled for May 30, 2025, at WBS Fire.

POLICE

The Treasurer worked with Benning Group for audit preparation. The audit fieldwork is scheduled for next week. The Administrator worked with residents on a fence complaint, met with the Building Official to discuss fence requirements, discussed a potential annexation with a contiguous property owner, and worked further on discussions regarding the sale of Village-owned property. The Administrator also met with a homebuilder to discuss Willingham, Highlands Residential, and unimproved Greenlee lots, joined by the Director of Public Works. Additionally, the Administrator attended various Police Week events, prepared for the 5/21 Board Meeting, and met with President Eubank for lunch to discuss various topics. The Administrator also coordinated with a business owner inquiring about liquor license requirements with the village attorney. The Deputy Clerk completed payroll, followed up with liquor license renewals, and prepared the meeting packet and minutes for the Zoning Board and Village Board meetings. The front office staff coordinated the door tags and shut-offs with Public Works.

OFFICE STAFF



BOARD BRIEFS

Section 16. Item #a.

WEEKLY UPDATE FROM THE VILLAGE ADMINISTRATOR

VOLUME 2025-20
WEEK OF MAY 19

The audit field team was present, requiring the Treasurer, Deputy Clerk, and front office staff to provide various reports and fulfill requests. The front office worked on creating a 4th of July donation letter to send out with the water bills to residents and to previous donors. The Village Administrator attended a meeting to discuss the sale of village-owned property at Fehr Graham's office. The Administrator also participated in the ILCMA Leadership Institute, hosted by the ILCMA Senior Advisors in Normal, Illinois, where insights were gained from retired and current city managers on relations with elected officials, staff, and the community. The Administrator also met with the Director of the Rockford Area Chamber of Commerce, discussing how the Chamber can assist the Village in marketing economic development sites. This meeting led to an invitation for the Village to attend monthly meetings with the Chamber and other economic development organizations in the region.

OFFICE STAFF

Public Works completed daily rounds for IEPA compliance, including data recording and water treatment for 6 deep water wells. The team completed 2 full mowing circuits, 2 trash circuits, and roadside trash pickup. They completed ROW restoration in sidewalk repair locations, finishing the grade with black dirt and seed. Routine wellhouse cleaning and maintenance was conducted, and Public Works continued working with WCUSD on ongoing projects. The team conducted additional water main locates and re-marking related to Silo Fiber directional boring in the Village ROW. The Ferris mower was repaired, and 16 Julie locates were completed, including a large-scale outlay for the Silo fiber network and ongoing Amazon project at Rock 39. The team conducted the 1st round of weed spraying and weed eating, including the parade route, and began heavy hauling of spoils and fill from the Village yards. Blades on the Batwing mower were sharpened, and a full round of Batwing mowing was completed on 7 miles of walking path from Meridian to Hoisington and on Falconer, McNair, and Westfield Roads. Heavy weed eating was done around fire hydrants and trees, and a pet waste station was installed at Falconer, donated by a local resident in memory of their pet. Public Works performed routine upkeep on ball diamonds and concession stands, and completed storm debris pickup from heavy rains and stormwater maintenance. They also oversaw and completed the Safe Step sidewalk program and made improvements at Wellhouse 2 and 4, including floor coatings and secondary containment for chemical tanks per IEPA requirements.

PUBLIC WORKS

The Police Department recorded 46 calls for service, wrote 6 incident/supplemental reports, issued 11 traffic citations and warnings, and made 2 arrests. The department completed 2 FOIAs and attended the 45th Annual Police Week Memorial Breakfast with VA Dienberg. Chief White and Lt. Haff represented the department at the final event of Police Week, attending the command level events at Cherry Vale Mall. The team worked on hours of video redaction for FOIAs received, with assistance from Attorney Gaziano. SRO Spelman handled school-related issues, addressing minor criminal activity. The department moved equipment in the police garage to accommodate equipment being relocated from the office. Winnebago County covered a full shift due to an officer calling out sick. At the request of the school district, the department is gathering numbers to add another School Resource Officer (SRO) to supplement the current SRO. Officer Mund completed a week-long training course on updates to Juvenile Justice Procedures. Chief White and Lt. Haff attended the Northern Illinois Law Enforcement Executive Association meeting on May 15, 2025, where a presentation was made by the National Law Enforcement Federal Credit Union, and training updates were discussed. Lt. Haff also worked on registering TASER equipment with AXON and coordinated with IT on issues related to 2FA implementation. An agreement was signed with Buss Boyz Customs in Lena, Illinois to upfit the new squad.

POLICE



BOARD BRIEFS

Section 16. Item #a.

WEEKLY UPDATE FROM THE VILLAGE ADMINISTRATOR

VOLUME 2025-21
WEEK OF MAY 26

The Police Department recorded 49 calls for service, wrote 10 incident/supplemental reports, issued 12 traffic citations and warnings, and made 2 arrests. The department received 3 FOIAs, and responses were returned accordingly. 1 Notice to Appear was issued for non-compliance with a parking citation. The new squad car arrived on Friday, and while it's ready to serve, the vehicle is awaiting the installation of necessary equipment before it officially hits the streets. SRO Spelman brought a fun twist to the school district's Field Day event by donning an inflatable T-Rex costume and racing against teachers and administrators. Though he didn't win, the event brought smiles and laughs to students and staff. Officer McNeely was recognized with a Positive Action Report for his compassionate response to a stranded motorist on May 26, 2025, paying for a replacement tire out of his own pocket to ensure the motorist could continue their journey safely. The department continued reorganizing the police garage, relocating equipment to create more space in the office areas, greatly enhancing operational efficiency. Several officers were enrolled in an upcoming CPR certification class to meet state-mandated training requirements set to expire next month. Maintenance this week included new tires and brakes for one squad car, and another squad car received a battery replacement. SRO Spelman signed up for multiple training courses that directly support his role, ensuring he remains up-to-date with best practices in school safety and student engagement.

POLICE

The Treasurer, front office, and clerk staff worked through critical Incode failures, which resulted in a reset to Tuesday. They worked to resolve these issues, which involved reprocessing payroll, AP, and billing. Despite the setbacks, the team successfully completed the water billing process, including sending out bills, disconnect notices, and 4th of July donation letters to all water customers, as well as sending donation letters to past donors and other potential donors. The Deputy Clerk completed payroll and assisted in finalizing liquor and gaming licenses. The Deputy Clerk, Administrator, and Director of Public Works attended NIU MPA program intern interviews, where an offer was extended to a candidate. The Village Administrator communicated with a homebuilder interested in vacant lots for residential development in the village, worked with the Village Attorney on personnel issues. The Administrator also coordinated with various developers on ongoing projects and assisted the clerk staff in preparing for the June 4 Board Meeting. The administrator also coordinated with all relevant parties setting up a meeting for the sale of village owned property.

OFFICE STAFF

Public Works completed daily rounds for IEPA compliance, including data recording and water treatment for 6 deep water wells. The team completed 2 full mowing circuits, 2 trash circuits, and roadside trash pickup. They hauled in 3 loads of stone for stockpiling, continued routine wellhouse cleaning and maintenance, and worked with Winnebago County on substantial walking path repairs. The team conducted additional water main locates and re-marking related to Silo Fiber directional boring in the Village ROW. Maintenance included repairing the quick tach loader bucket on the CAT skid loader and performing 16 Julie locates, including large-scale projects for the Silo fiber network and ongoing work at Amazon at Rock 39. The team completed the 2nd round of weed spraying and weed eating, including along the parade route and 7 miles of walking path and poles. They also continued heavy hauling of spoils and fill from the Village yards, performed yard clean-up, and conducted weed spraying. Inspections of driveway and sidewalk permits were completed, and heavy weed eating was done around fire hydrants and trees. Pet waste stations were installed at Falconer, donated by a local resident in memory of their pet. Public Works performed routine upkeep of the ball diamonds and concession stands, picked up tree limbs, and worked on a leaky air tank on the 2013 INT dump truck. They also oversaw and completed the Safe Step sidewalk program and installed flowers and mulch in downtown planters.

PUBLIC WORKS

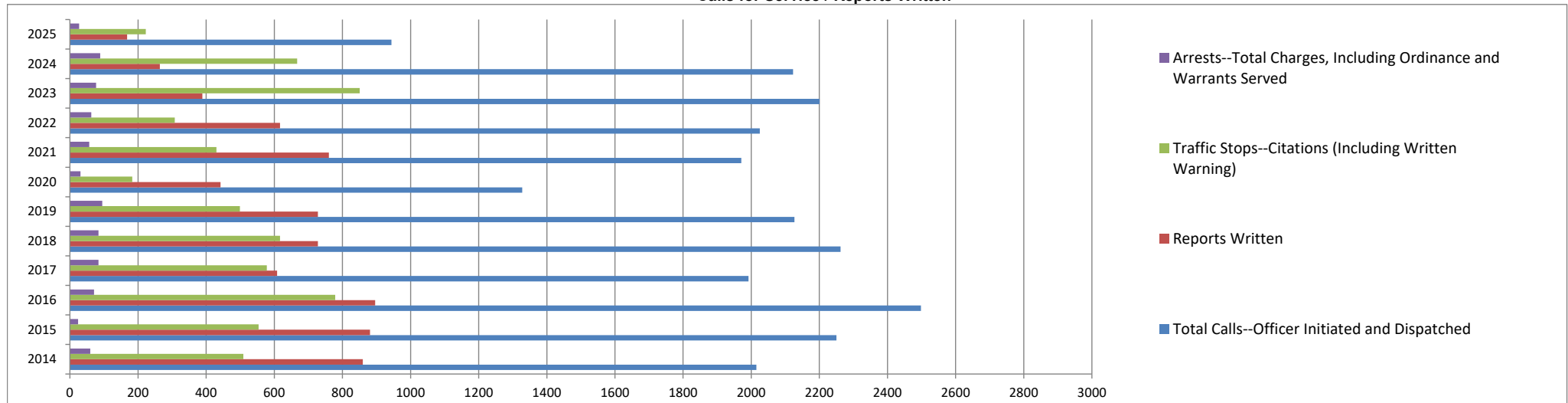
**Winnebago Police Department
2022/2023/2024/2025 Calls and Offenses**

Section 16. Item #b.

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								0	0	2	6
Armed Robbery	0	0	0	0	0								0	0	0	0
Assault (Includes Aggravated Offense)	0	0	0	0	0								0	2	2	5
Battery	0	0	1	1	1								3	2	7	8
Burglary/Burglary from Vehicle	0	0	0	0	0								0	0	0	3
Criminal Damage to Property	1	0	1	1	1								4	8	8	9
Criminal Damage to State Supported Property	0	0	0	0	0								0	1	0	0
DUI Alcohol / Drugs Includes Agg. DUI	0	0	0	0	0								0	1	7	11
Disorderly Conduct	0	2	2	2	2								8	14	14	15
Fleeing to Elude (Aggravated)	0	0	0	0	0								0	1	4	4
Domestic Trouble/Domestic Battery/OP Violation /Vio.Stalking Order	1	1	1	2	4								9	13	29	36
Hit and Run	0	0	0	0	1								1	4	2	4
ID Theft / Forgery / Decept. Prac.	1	0	0	5	0								6	9	11	9
Illegal Consumption / Minor in Possession of Alcohol	0	0	0	0	0								0	1	1	0
Possession of Cannabis (Manu./Deliver)	1	0	0	0	0								1	4	8	4
Possession of Controlled Substance	0	0	0	0	0								0	1	0	2
Possession of Drug Paraphernalia	0	0	0	0	0								0	0	2	1
Reckless Conduct	0	0	0	0	0								0	0	0	0
Reckless Discharge of a Firearm	0	0	0	0	0								0	0	0	0
Reckless / Negligent Driving	0	0	0	0	0								0	2	1	3
Residential Burglary	0	0	0	0	0								0	0	0	3
Resisting Obstructing Peace Officer	0	0	0	0	0								0	1	4	0
School Bus Arm Violation	0	0	0	0	0								0	0	2	3
Sexual Abuse/Assault	0	0	0	1	0								1	1	0	1
Suicide Attempt / Threat of Suicide / Mental Health Call	0	2	2	0	2								6	25	28	28
Suspended/Revoked Driver's License/Registration	7	1	4	3	5								20	94	29	8
No Valid Driver's License	0	0	1	0	0								1	2	4	4
Theft of Vehicle (Recover Stolen)	0	0	0	0	0								0	0	2	2
Theft Over \$500 / Retail Theft	0	1	0	1	0								2	1	1	4
Theft Under \$500.00 / Retail Theft	2	2	0	0	0								4	12	23	15
Unlawful Use of Weapon (Aggravated)	0	0	0	0	0								0	0	1	3
Violation of Bail Bond	0	0	0	0	0								0	1	0	0
Warrant Service	0	0	0	1	0								1	5	10	12

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

Calls for Service / Reports Written



Winnebago Police Department
Traffic Speed Sign Data: May 2025

Location	Average Speed	Max Speed	Car Count
N. Elida Street	36.29	88	185296
W. McNair Road	26.8	74	27496
Winnebago High School	N/A	N/A	N/A
Cunningham Road	32.23	86	85039
E. McNair Road	43.03	86	23515

****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 why 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.

Section 16. Item #b.

Total from previous Years	\$ 109,500.00
Grand Total	\$110,500.00

**Village Engineer Report
for
Village of Winnebago**

**Village Board Meeting
June 4, 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. The Village has elected to perform construction of the water main internally, and work has been completed.

Total Contract Value: \$27,950.00

Invoiced to Date: \$12,577.50

#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. Per conversation with Mr. Chad Insko with the Village on May 30, 2025, the Village is discussing performing the construction internally.

Total Contract Value: \$49,500.00

Invoiced to Date: \$47,050.00

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. Per the DRAFT IEPA Intended Funding List released on May 28, 2025, the project did not make the funding list.

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

#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 April 18, 2025, it was determined by IDOT that the submitted project does not qualify for the “General Maintenance” section, but rather the “Construction” section. Revised materials were provided to the City for signature, and then to IDOT for approval on April 23, 2025. On May 28, 2025, it was decided by the Village to forego utilizing 2025 MFT funds for this project, but rather pursue utilizing funds in 2026 once the required ESR has been completed.

Total Contract Value: \$35,200.00

Invoiced to Date: \$29,168.00

#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 25, 2025, where the potential development was discussed. An additional meeting was held on May 20, 2025, where further discussion was held regarding the re-platting of the subdivision and the possible sale of the parcels.

Total Contract Value: \$5,000.00

Invoiced to Date: \$4,705.75

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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**Village Engineer Report
for
Village of Winnebago**

**Village Board Meeting
June 4, 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. The Village has elected to perform construction of the water main internally, and work has been completed.

Total Contract Value: \$27,950.00

Invoiced to Date: \$12,577.50

#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. Per conversation with Mr. Chad Insko with the Village on May 30, 2025, the Village is discussing performing the construction internally.

Total Contract Value: \$49,500.00

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Total Contract Value: \$35,200.00

Invoiced to Date: \$29,168.00

#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 25, 2025, where the potential development was discussed. An additional meeting was held on May 20, 2025, where further discussion was held regarding the re-platting of the subdivision and the possible sale of the parcels.

Total Contract Value: \$5,000.00

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Respectfully Submitted,



Luke Ziegler
Staff Engineer

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MONTHLY REPORT ON PUMPAGE 2025

<u>CYCLE MONTH</u>	<u>GALLONS PUMPED WELL #2</u>	<u>GALLONS YTD WELL #2</u>	<u>GALLONS PUMPED WELL #3</u>	<u>GALLONS YTD WELL #3</u>	<u>GALLONS PUMPED WELL #4</u>	<u>GALLONS YTD WELL #4</u>	<u>GALLONS YTD</u>
December		9,657,000		9,781,000		10,991,000	30,429,000
November		9,657,000		9,781,000		10,991,000	30,429,000
October		9,657,000		9,781,000		10,991,000	30,429,000
September		9,657,000		9,781,000		10,991,000	30,429,000
August		9,657,000		9,781,000		10,991,000	30,429,000
July		9,657,000		9,781,000		10,991,000	30,429,000
June		9,657,000		9,781,000		10,991,000	30,429,000
May	2,069,000	9,657,000	3,524,000	9,781,000	1,733,000	10,991,000	30,429,000
April	1,810,000	7,588,000	2,057,000	6,257,000	2,107,000	9,258,000	23,103,000
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 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: 6/18/2025

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

June 27, 2024

Mr. Chad Insko – Village of Winnebago

Village of Winnebago – Rebuild Illinois Public Infrastructure Grant Additional Services

Page 2

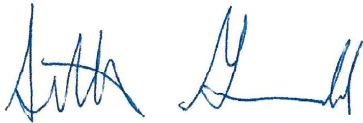
Section 18. Item #a.

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,

A handwritten signature in blue ink, appearing to read 'Seth Gronewold', with a stylized, cursive script.

Seth Gronewold, PE
Principal

SWG:adn

Enclosure –
Agreement for Professional Services

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.

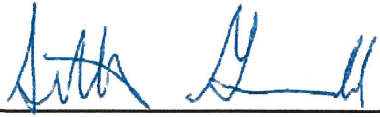
COST:

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	<u></u>	By	<u></u>
Name	<u>Franklin J. Eubank, Jr.</u>	Name	<u>Seth W. Gronewold</u>
Title	<u>Village President</u>	Title	<u>Principal</u>
Date Accepted	<u>July 16, 2024</u>	Date Proposed	<u>June 27, 2024</u>
			24-1255

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)' 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 scope 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) submitted 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 REPLACEMENT OF 1-TON SERVICE TRUCK Committee or Board Committee

BUDGET IMPACT

Amount:	\$134,337.00	Budgeted:	Yes
List what fund:	General Fund / O&M (50/50)		

EXECUTIVE SUMMARY

The 2025 Fiscal Year Budget includes funding to replace the Village's 2013 1-ton service truck, which has reached the end of its useful life due to age, condition, and increasing maintenance costs. The proposed replacement is a 2026 Ford F-350 Super Chassis Cab outfitted by Drake-Scruggs, equipped with a crane and snow plow to enhance operational functionality. The vehicle will be procured from Olathe Ford Sales, Inc. at a cost of \$134,337.00, leveraging the Sourcewell cooperative purchasing contract (#032824). This approach ensures cost efficiency and timely delivery. The expenditure will be split equally between the General Fund and the Water (Operations & Maintenance) Fund.

ATTACHMENTS (PLEASE LIST)

Resolution, Vehicle Replacement Form, Quote (Olathe Ford Sales, Inc.)

ACTION REQUESTED

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

MOTION: I MOVE TO APPROVE RESOLUTION 2025-__R, A RESOLUTION AUTHORIZING THE PURCHASE OF A REPLACEMENT SERVICE TRUCK FOR THE VILLAGE OF WINNEBAGO PUBLIC WORKS DEPARTMENT

Staff: Joseph Dienberg, Village Administrator Date: 6/18/2025
Chad Insko, Director of Public Works



Purchase Order / Quote

OLATHE FORD SALES INC
SANDRA GONZALEZ
GOVERNMENT MANAGER
DIRECT - 913-312-5371

Date	5/27/2025
Valid Until	6/30/25
Contract	SOURCEWELL - 032824
PO	
Lead Time	16 WEEKS

Customer:	Invoice Address:	Delivery Address:
VILLAGE OF WINNEBAGO		Same

Description - Vehicle Preview Details	Line Total
2026 - Ford X3H 4x4 Super Chas Cab DRW - 60" CA	\$59,521.00
F350 4X4 SUPER CHAS CAB DRW168 168 INCH WHEELBASE TOTAL BASE VEHICLE RACE RED 40/20/40 CLOTH SEAT MEDIUM DARK SLATE PREFERRED EQUIPMENT PKG.643A .XLT TRIM .AM/FM STEREO MP3/CLK .7.3L DEVCT NA PFI V8 ENGINE 10-SPEED AUTO TORQSHIFT LT245/75R17E BSW ALL-TERRAIN 4.30 RATIO LIMITED SLIP AXLE FORD FLEET SPECIAL ADJUSTMENT FRONT LICENSE PLATE BRACKET CARPET DELETE XLT VALUE PACKAGE .BACKGLASS DEFROST .POWER ADJUSTABLE PEDALS .REMOTE START SYSTEM .HEATED FRONT SEATS .8-WAY POWER SEAT-DRIVER PLATFORM RUNNING BOARDS 14000# GVWR PACKAGE SKID PLATES 50 STATE EMISSIONS SNOW PLOW PREP PACKAGE JOB #1 ORDER SIRIUSXM W/360L (3 MOS TRIAL) CENTER HIGH MOUNT STOP LAMP 410 AMP DUAL ALTERNATOR REAR VIEW CAMERA & PREP KIT CONN PKG: 1 YR INCL W/FORDPASS STAINLESS STEEL WHEEL COVERS	
DRAKE-SCRUGGS UPFIT - 052325	\$56,408.00
DRAKE-SCRUGGS BODY OPTIONS	\$13,163.00
FACTORY OPTION TOTAL	\$4,595.00

Special Notes and Instructions
MSO/ODO STATEMENT. CUST RESPONSIBLE FOR REGISTRATION, TAXES AND TITLING
QUOTES ARE ONLY VALID UNTIL CURRENT MODEL YEAR ORDER BANK CLOSES. OLATHE FORD RESERVES THE RIGHT TO CHARGE CUSTOMER FOR FLOORPLAN IF UPFITTING TAKES AN EXCESSIVE AMOUNT OF TIME.
PAYMENTS FOR VEHICLES MUST BE MADE WITHIN 30 DAYS OF INVOICE OR OLATHE FORD RESERVES THE RIGHT TO CHARGE FLOORPLAN INTEREST FOR EACH DAY INVOICE IS OVERDUE

Subtotal less trade-in	\$133,687.00
Sales Tax 0.00%	\$0.00
Tire Tax 0	\$0.00
Extended Warranty	\$0.00
Flooring	\$0.00
Dropship	\$650.00
MSO / ODO	\$0.00
Total Per Unit	\$134,337.00
Quantity of Units	1
PO Total	\$134,337.00

Above information is not an invoice and only an estimate of services/goods described above. Quote subject to change.

Please confirm your acceptance of this quote by signing this document, and returning your PO.

Signature _____

Print Name _____

Date _____

If you have any questions concerning this quote, contact Sandra Gonzalez

Thank you for your business!

1845 E SANTA FE, OLATHE, KS 66062
505-850-5504 - SGONZALEZ@OLATHEFLEET.COM



Drake-Scruggs Equipment Inc

Section 18. Item #b.

Home Office

2000 S. Dirksen Parkway

Springfield, IL 62708-

(217) 753-3871

Fax (217) 753-2760

Olathe Ford / Village of Winnebago

1845 E. Santa Fe

Olathe, KS 66062-

Tel. (913) 368-9116

Fax (913) 829-1804

We are pleased to quote to you, the equipment described below delivered F.O.B., Springfield, IL in accordance with specifications attached:

Quote Number **052325-0**

Per the following specification we are quoting:

Provide and install a Knapheide 6108D54 Service Body and other truck equipment on a customer supplied 2025 Ford F350 Reg Cab 4x4 with 60"CA, DRW and Gas Engine.

* Total ----- \$56,408.00

Delivery ARO Days

State and municipal sales taxes are to be added if applicable. FET shall be added if applicable.

Terms are Net 10. This Quote is valid for a period of 30 days from Friday, May 16, 2025.

The goods described herein will be sold subject to the additional provisions and our regular warranty printed on the next page hereof. We thank you for the courtesy extended to us, and hope to be favored with your acceptance of this proposal. Your acceptance of this proposal will not be binding upon us until one of our salesmen and an authorizing person of your company approves this proposal hereon in writing. No parts shall be ordered until a signed copy of this form and/or a P.O. has been received.

ACCEPTED:

Date: _____

PO #

Respectfully Submitted,

Drake-Scruggs Equipment Inc.

Quote Prepared By Aaron Thompson

Firm Name: _____

By: _____ By: _____

Michael Reed, Sales Representative



ADDITIONAL PROVISIONS

1. Occasions in which Drake-Scruggs Equipment Inc is to supply the cab and chassis for a customer it shall be invoiced to you upon delivery to Drake-Scruggs Equipment.
2. If, for any reason, delivery is not made within 10 days from the date specified, the cash selling price quoted herein will be subject to adjustment to conform to our regular cash selling price of the goods covered by this proposal in effect at the time of delivery. If the price adjustment results in an increase in price, you shall have the privilege of accepting delivery at the increased price or canceling your acceptance of this proposal by giving written notice of such cancellation to us within 5 days after notice of such price increase is given to you.
3. You agree to accept the goods covered by this proposal, as fulfilled thereof, with such changes in design and materials, or either of them, which we might make.
4. If any sales or excise taxes now in effect, shall be increased, or any new sales, excise, floor or processing taxes shall be imposed by federal, state, or local laws, you are to reimburse us for any and all such increased or new taxes that we may be required to pay or to reimburse to others by reason of the manufacture, purchase or sale of the articles and equipment covered by this proposal. The amount of such increased or new taxes may be billed as a separate item or added to the price of the articles and equipment to which they are applicable at our option.
5. We shall not be responsible for loss, damage, or delays in transportation after shipment, nor for failure to supply any goods covered by this proposal or to deliver the same on time where prevented by strikes, fires, or accidents, or by the demand exceeding the available supply, or by any other cause beyond our reasonable control.
6. Any cost incurred by Drake-Scruggs Equipment, Inc. as a result of either cancellation or change orders shall be passed to the buyer.

*Delivery time is only an estimate. This time may change due to unforeseen problems.

WARRANTY

DRAKE-SCRUGGS EQUIPMENT, INC. Warrants each new article to be free from defects in material and workmanship under normal use and service, its obligation under this warranty being limited to making good any part or parts thereof which shall be returned to it with transportation charges prepaid, and which its examination shall disclose to its satisfaction to have been thus defective, provided that such part or parts shall be so returned to it not later than (90) days after delivery of such article to the original purchaser. This warranty is expressly in lieu of all other warranties expressed or implied and of all other obligations or liabilities on its part, and it neither assumes nor authorizes any other person to assume for it any other liability in connection with the sale of its equipment.

This warranty shall not apply to any article which shall have been repaired or altered outside of its shop in any way so as, in its judgment, to affect its stability, nor which has been subject to misuse, negligence or accident. Warranty on all new equipment is subject to the individual manufacturer as attached.

Your Drake- Scruggs installed equipment is warranted from defects and workmanship for one year from the date of delivery. Included is one free field service trip within this warranty period. Normal travel charges will apply after this initial trip during the one year warranty period. After expiration of the one year warranty, normal travel, labor and material charges will apply. The one year warranty only applies to new components sold and installed by Drake-Scruggs Equipment Inc. Normal maintenance, repairs due to lack of maintenance and equipment transfers from chassis to chassis are not included in this warranty.

Service Body:

Knapheide 6108D54 Steel Service Body

Overall Length: 108"

Overall Width: 94"

Compartment Height: 40"

Compartment Depth: 20"

Streetside Compartmentation

1st Vertical: CTECH Drawer Unit; 3-3", 2-5", 1-7" Drawers

Horizontal: One adjustable shelf with dividers

Rear Vertical: Two adjustable shelves with dividers

Hydraulic Tool Circuit Controls

Curbside Compartmentation

1st Vertical: Two adjustable shelves with dividers

Horizontal: One adjustable shelf with dividers

Rear Vertical: One adjustable shelf with dividers

Crane Compartment

Body Construction and Features:

- Standard LED flush mounted Stop/Turn/Tail and Back up lights
- Body is constructed of 14 gauge, two-sided A40 galvalume steel
- 12 gauge treadplate floor
- Stainless Steel hinges and latches on all doors
- Double spring over center retainers on all vertical doors
- Heavy Duty chain stops hold horizontal door open
- Grab Handles on back of body
- Master Locking System
- 12" high slam style tailgate
- Knapheide Cab Guard
- Knapheide electrodeposition prime paint process
- Body painted Ford RED (need paint code)

Additional Features:

- Mudflaps installed behind rear wheels
- Grip Step Rear Bumper; Knapliner applied to all surfaces
- Class V Receiver Hitch; 21,000 lb capacity
- 7-Pin RV type trailer socket
- Vice Mount Bracket installed on curbside of bumper
- Shovel Box; 72"L x 18"W x 10"D, installed on streetside compartment top
- Install Ford Back up Camera Kit
- Back-up Alarm; 97d
- 10 lb Fire Extinguisher w/ bracket
- Triangle Reflector Kit

Hydraulic System:

PTO and Pump to supply hydraulic power

- Flow Control installed in LRV Compartment
- 15 Gallon hydraulic fluid reservoir; installed in load area
- Hydraulic fluid cooler
- 2 speed throttle control

Hannay Reels Hydraulic Hose Reel with Electric Rewind

- 75' of 1/2" Twin Hose

Installed at rear streetside compartment top; payout to rear

InPower Two Speed Throttle Control: SAT-LD-02

Crane:

Autocrane EC-2X Crane

- 2,000 lb Capacity
- 9' of Reach
- 15' Hard-wired control

AutoCrane Boom Support

AutoCrane Medium Duty JackLeg; 24"

Lights:

Whelen ION T-Series LED Strobe Light; Amber/White

- 2 Lights on front grill
 - 2 Lights on back of body
 - 1 light on each side of body; midship
- Strobe Lights are controlled by an upfitter switch

Whelen PAR-36 Combination Spotlight/Floodlight

- One light installed under rear bumper
- Wired to switch and to Reverse

Knapheide LED Compartment Light Kit

- Wire compartment lights to an upfitter switch

GoLight 20004GT LED Spotlight; White

- Permanent mount
- Wireless Remote

Two Lights installed on Cab Guard

Transfer Tank:

ATI Aluminum Refueling Transfer Tank

- Diamond Plate Aluminum Construction
- 38 Gallon Capacity
- 49"L x 11"W x 19"

Installed at front of load area

Fill-Rite Transfer Pump w/ Automatic Nozzle

- 20 GPM
- 12V

Spray Liner:

Gatorhyde Spray Liner applied to:

- Shovel Box
- Floor and Walls of cargo area
- Inside surface of tailgate
- Vise Bracket

Certification:

Clean, Weigh and Test Run completed unit.

Total for One Unit

\$56,408.00

FOB: Springfield, IL
State and municipal sales taxes are to be added if applicable.
FET shall be added if applicable.

Option #1

*Check Mark to Select This Option

☐

Boss 9' SuperDuty Snowplow Package
- Boss Snow Deflector

Add

\$10,390.00

Option #2

*Check Mark to Select This Option

☐

Whelen 48" LED Light Bar; Amber/Clear
- forward facing work lights
- rear facing work lights
- In-cab controller
Installed on Cab Protector

Add

\$2,773.00

RESOLUTION NO. 2025- ____R

A RESOLUTION AUTHORIZING THE PURCHASE OF A REPLACEMENT SERVICE TRUCK FOR THE VILLAGE OF WINNEBAGO PUBLIC WORKS DEPARTMENT

WHEREAS, the Village of Winnebago has identified the need to replace the existing 2013 1-ton service truck due to its age, condition, and increasing maintenance costs; and

WHEREAS, the Fiscal Year 2025 Budget includes funding in the amount of \$140,000 for this replacement, with costs to be split equally between the General Fund and the Water (Operations & Maintenance) Fund; and

WHEREAS, the Village has received a quote from Olathe Ford Sales, Inc., utilizing the Sourcewell cooperative purchasing contract #032824, for a 2026 Ford F-350 Super Chassis Cab with Drake-Scruggs upfit, including a crane and snow plow, at a total cost of \$134,337.00; and

WHEREAS, the Director of Public Works has evaluated other vehicle options and vendors, and has determined that, based on price, features, and current availability, the proposed vehicle provides the best value to meet operational needs and delivery timelines.

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

SECTION I: AUTHORIZATION TO PURCHASE

- A. The Village Board of Trustees hereby authorizes the purchase of one (1) 2026 Ford F-350 Super Chassis Cab with Drake-Scruggs upfit from Olathe Ford Sales, Inc., in the amount of \$134,337.00, as outlined in the attached quotation dated May 27, 2025.
- B. The Village Administrator, or his designee, is further authorized to execute all necessary documents and take such actions as may be needed to complete the purchase in accordance with Village policy and Sourcewell cooperative purchasing procedures.

SECTION II: EFFECTIVE DATE

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

APPROVED this _____ day of _____, 2025

APPROVED:

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: _____

Vehicle #	# 2017	Year	2017	VILLAGE OF WINNEBAGO		
Make	Ford	Model	F-350 XL Flatbed DRW			
Miles	45,000	Hours	3,889			
Original \$	57,000 upfitted	in (date)	7/9/1905			
Budgeted Replacement				140,000	Replacement Point Range	
Sale/ Auction/ Estimated Trade-in \$			25,000.00	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)				5
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				0
	4	Any vehicle involved in snow removal				4
	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				2
	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				0
	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 $\leq$ 10% of purchase cost				1
	2	Maintenance costs (cumulative total) are $\leq$ 25% of purchase cost				0
	3	Maintenance costs (cumulative total) are $\leq$ 45% of purchase cost				0
	4	Maintenance costs (cumulative total) are $\leq$ 60% of purchase cost				0
	5	Maintenance costs (cumulative total) are $\geq$ 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				3
	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				0
	5	Previous accident damage, poor paint, bad interior, drive train that is damaged or inoperative, major damage from add-on equipment				0
					Total	23



Agenda Item Executive Summary

Item Name A Resolution Authorizing a Professional Services Agreement with Fehr Graham for the West Main Street Widening Project Committee or Board Board

BUDGET IMPACT

Amount:	21,550	Budgeted:	N/A
List what fund:	General Fund		

EXECUTIVE SUMMARY

Staff proposes to proceed with the West Main Street Widening Project, targeting infrastructure improvements from North Benton Street to the driveway of 209 West Main Street and implementing a mill-and-overlay from North Swift Street to North Benton Street. This reallocation aligns with evolving capital priorities driven by the postponement of the Westfield Road Box Culvert Project to 2026, the designation of Goodling Street as the 2025 MFT project, and the unavailability of SRLF funding for a separate water project. This project was discussed at the June 4, 2025 Committee of the Whole.

The targeted area is a designated Class 2 highway vital for commercial delivery access, which has seen deterioration due to previous utility work by FRSA. In response, Fehr Graham has submitted a \$21,550 proposal for engineering and bidding services, including topographic surveying and final design. Construction is anticipated for Fall 2025. If bids are favorable, the Village plans to extend improvements to nearby alleyways.

ATTACHMENTS (PLEASE LIST)

Resolution Staff Memo, Fehr Graham Proposal for West Main Street Widening (May 19, 2025), Engineer's Opinion of Probable Cost

ACTION REQUESTED

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

MOTION: I move to approve resolution 2025-__-R A Resolution Authorizing a Professional Services Agreement with Fehr Graham for the West Main Street Widening Project.

Staff: Joseph Dienberg, Village Administrator Date: 6/18/2025
Chad Insko, Director of Public Works

RESOLUTION NO. 2025- ____R

A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH FEHR GRAHAM FOR THE WEST MAIN STREET WIDENING PROJECT

WHEREAS, the Village of Winnebago is committed to maintaining and improving its infrastructure to support public safety, business access, and transportation efficiency; and

WHEREAS, the West Main Street corridor from North Swift Street to the driveway of 209 West Main Street has experienced pavement deterioration, particularly following a prior utility project completed over a decade ago by the Four Rivers Sanitary Authority (formerly FRSA); and

WHEREAS, this section of roadway is a designated Class 2 highway, ensuring year-round delivery access to downtown businesses and warranting investment in its condition and functionality; and

WHEREAS, the 2025 Motor Fuel Tax (MFT) program was reprioritized due to the postponement of the Westfield Road Box Culvert Project until 2026, the designation of Goodling Street as the 2025 MFT project, and the unavailability of State Revolving Loan Fund (SRLF) assistance for a separate water project; and

WHEREAS, \$240,000 in budgeted funds for capital street improvements are now available for reallocation in 2025; and

WHEREAS, delays in securing necessary easements have contributed to the timeline of capital project planning and execution for this corridor, with those easements now finalized in 2025; and

WHEREAS, Fehr Graham has submitted a proposal dated May 19, 2025, to perform topographic surveying, final design engineering, and bid preparation services for the West Main Street Widening Project at a total cost of \$21,550; and

WHEREAS, the Village Board discussed this project at the June 4, 2025, Committee of the Whole meeting and supports the proposed reallocation of funds to proceed with the project;

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

SECTION I: AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT

- A. The proposal from Fehr Graham dated May 19, 2025, for professional services in the amount of \$21,550 for the West Main Street Widening Project is hereby approved.
- B. The Village President is authorized to execute, and the Village Clerk to attest, the Professional Services Agreement on behalf of the Village of Winnebago.
- C. The Village Administrator or his designee is authorized and directed to coordinate with Fehr Graham to ensure timely execution of the project scope, with bidding targeted for late summer and construction anticipated for Fall 2025.

SECTION II: EFFECTIVE DATE

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

APPROVED this _____ day of _____, 2025

APPROVED:

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:** _____



VILLAGE OF WINNEBAGO

MEMORANDUM

Prepared By: Joseph Dienberg, Village Administrator
Chad Insko, Public Works Director

To: Village Board of Trustees

Date: June 4, 2025

Subject: Proposal for Professional Services Agreement for West Main Street Widening Project

Overview

This memo outlines the staff proposal to move forward with the West Main Street Widening Project, which includes widening the roadway between North Benton Street and the driveway of 209 West Main Street to facilitate on-street parking, as well as performing a mill-and-overlay from North Swift Street to North Benton Street. The total estimated project cost is \$224,582.50, including engineering, construction, and contingency.

Background and Justification

Recent developments have shifted the Village's capital improvement priorities for 2025. The following factors contributed to this reallocation:

- The Westfield Road Box Culvert Project, originally slated for 2025 MFT funding, has been delayed to 2026 due to environmental study requirements.
- The Church and Goodling Street water main loop was completed without the need for reconstruction on South Church. However, Goodling Street still requires full reconstruction and will now serve as the Village's 2025 MFT project.
- The Village no longer expects to receive State Revolving Loan Fund (SRLF) assistance for a separate water project, further affecting project planning and prioritization.

Additionally, the 2025 budget included \$240,000 for street projects that will not be pursued this year due to the above adjustments. As a result, those funds are now available for reallocation to address other pressing infrastructure needs.

In light of these changes, Village staff has redirected focus to the West Main Street corridor. This section of roadway is a designated Class 2 highway, which ensures year-round delivery access to local businesses. Over a decade ago, the Four Rivers Sanitary Authority (FRSA) completed a major sewer project in this area. Since then, trench settlement has caused pavement deterioration, creating risks for vehicular damage and impacting overall traffic efficiency and safety.

Engineering Scope and Cost

Fehr Graham has submitted a proposal to provide engineering and bidding services for the project in the amount of \$21,550. The scope includes:

- Topographic surveying
- Final design and preparation of construction documents
- Bid packaging and support
- Construction targeted for Fall 2025

The Engineer's Opinion of Probable Cost (EOPC) estimates construction at \$176,550, with an additional 15% contingency (\$26,482.50), bringing the total estimated project cost to \$224,582.50. Should bids come in under budget, the Village may consider extending resurfacing work to nearby alleyways within the downtown district.

Recommendation

Staff recommends proceeding with the West Main Street Widening Project as a strategic reallocation of budgeted capital funds. This project addresses deteriorating infrastructure in a critical downtown corridor and takes advantage of available funding that would otherwise go unused in 2025. Approval is requested to authorize Fehr Graham to begin engineering services in the amount of \$21,550, with bidding targeted for late summer and construction in Fall 2025.

**Engineer's Opinion of Probable Cost
W. Main Street Widening, Village of Winnebago, Illinois**

No.	Item Description	Quantity	Unit	Unit Price	Total Price
W. Main Street (Swift Street to Benton Street)					
1	Mobilization	1	LS	\$ 15,000.00	\$ 15,000.00
2	Pavement Removal, Milled, 2"	3100	SY	\$ 7.50	\$ 23,250.00
3	Approach Pavement Removal, Full Depth, Complete	550	SY	\$ 10.00	\$ 5,500.00
4	Sanitary Manholes to be Adjusted, Complete	4	EA	\$ 2,000.00	\$ 8,000.00
5	Storm Manholes to be Adjusted, Complete	2	EA	\$ 1,500.00	\$ 3,000.00
6	Inlet to be Adjusted, Complete	1	EA	\$ 1,000.00	\$ 1,000.00
7	PCC Sidewalk Removal	160	SF	\$ 15.00	\$ 2,400.00
8	PCC Curb & Gutter Removal	50	LF	\$ 10.00	\$ 500.00
9	Aggregate Base Course, Type B	450	SY	\$ 20.00	\$ 9,000.00
10	HMA Surface Course, IL9.5, N50, 2"	430	TON	\$ 120.00	\$ 51,600.00
11	HMA Approach Pavement, 3"	435	SY	\$ 30.00	\$ 13,050.00
12	PCC Approach Pavement, 6"	115	SY	\$ 100.00	\$ 11,500.00
13	PCC Curb & Gutter, Type M6.12	50	LF	\$ 75.00	\$ 3,750.00
14	PCC Ribbon Curb	250	LF	\$ 50.00	\$ 12,500.00
15	PCC Sidewalk, 5"	160	SF	\$ 25.00	\$ 4,000.00
16	Detectable Warning	20	SF	\$ 50.00	\$ 1,000.00
17	Concrete Washout Basin	1	LS	\$ 1,500.00	\$ 1,500.00
18	Traffic Control & Protection, Special	1	LS	\$ 10,000.00	\$ 10,000.00

ESTIMATED CONTRACT AMOUNT	\$ 176,550.00
Construction Contingency (15%)	\$ 26,482.50
Engineering Design, Construction Services, Project Administration	\$ 21,550.00
ESTIMATED PROJECT TOTAL	\$ 224,582.50

May 19, 2025

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

**RE: Proposal for Professional Services
West Main Street Widening**

Dear President Eubank,

We understand per the phone conversation with Mr. Chad Insko on May 2, 2025, that the Village wishes to widen the stretch of West Main Street between North Benton Street and the driveway of 209 West Main Street to facilitate on-street parking along the northern edge of the Street, as well as a mill-and-overlay of the portion of West Main Street from North Swift Street to North Benton Street. It is assumed that all construction and engineering will be paid for with local funds. These limits can be seen on the attached exhibit. Based on this, the following is our anticipated scope of services.

SCOPE OF SERVICES

Topographic Survey

Fehr Graham will perform a limited topographic survey where the roadway widening efforts are to be completed. The topographic survey will include the location of paved areas, establish one-foot contours, spot elevations where needed along the parkway, locate visible utilities, and set and establish permanent benchmark(s) on the site. Apparent boundary lines will be confirmed within this area, but a full boundary survey and boundary survey document will not be completed.

Design Engineering

Based on Fehr Graham's topographic survey, Fehr Graham will provide the following Final Engineering Services:

- » Final Engineering Plans to facilitate the widening of West Main Street through the preparation of:
 - Removal Plan.
 - Will indicate the removal of existing pavement (roadway, approach, etc.) and earthwork.
 - Site Plan and Details.
 - Proposed plan layouts for roadway widening as described above and limits for mill and overlay.
 - Proposed spot elevations as necessary.
 - Pavement section details.
 - Construction Details as applicable.
 - Erosion Control Details.
- Special Provisions relating to the work depicted in these drawings.

- » 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

Utilizing the completed design drawings and project specifications, Fehr Graham will prepare one (1) bid package of documents for the solicitation of bids for the proposed West Main Street Widening project. The bidding process will be completed through solicitation on QuestCDN. As part of this process, Fehr Graham will address potential Contractor questions, manage the bid opening, review and tabulate the bids, and provide a recommendation of award to the Village of Winnebago for their consideration of the project.

EXCLUSIONS

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

- » Tree survey/Tree Preservation Plan.
- » Boundary or right-of-way (ROW) surveys.
- » Full topographic survey beyond what is itemized above.
- » Traffic studies and capacity analysis.
- » Environmental assessments and studies.
- » Archaeological surveys.
- » Construction Observation.
- » Construction Administration.
- » Engineering design beyond what is explicitly listed above.
- » Geotechnical studies/investigations.
- » Construction staking.
- » Utility improvement design.
- » Permit fees.
- » NOI/NPDES Permit (assumed less than one acre of soil disturbance).
- » Preparation of easements and/or right-of-way documents.
- » Detailed ADA ramp design.
- » Structural engineering services.
- » IDOT coordination and permitting.
- » FRSA permitting.

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

SCHEDULE

Weather and site conditions dependent, Fehr Graham can initiate this project within 2-3 weeks of receiving formal authorization to proceed. It is intended that this project will be designed and ready for bid in August 2025 in anticipation of a Fall 2025 construction. This timing is contingent on contract approval at the first meeting in June 2025.

FEES

Based on the information available at this time, we are prepared to provide these services as outlined above in accordance with the following lump sum fee schedule:

• Topographic Survey	\$3,600	(Lump Sum)
• Design Engineering	\$14,450	(Lump Sum)
• Bidding Documents and Services	\$3,500	(Lump Sum)
Total	\$21,550	

Payment for the services rendered will be requested via an invoice prepared monthly.

AUTHORIZATION

I trust that the information we have provided is in line with your expectations. If this proposal meets your expectations, please sign and return the attached Agreement for Professional Services, which will serve as your official authorization for us to proceed. We are looking forward to working with the Village of Winnebago on this project. If you have any questions or need anything further, please contact me.

Respectfully submitted,



Luke Ziegler
Staff Engineer

LZ:ss

Enclosures: Agreements for Professional Services

N:\Proposals\2025\Luke Ziegler\Winnebago, Village of\W. Main Street Widening\Winnebago - W. Main Street Widening Proposal.docx

AGREEMENT FOR PROFESSIONAL SERVICES

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

815.335.2020

Description of Services:

West Main Street Widening

Fehr Graham will provide professional services related to the above-referenced project as detailed in our proposal letter dated May 19, 2025.

COST:

The fixed fee for performing the above services is as follows:

• Topographic Survey	\$3,600	(Lump Sum)
• Design Engineering	\$14,450	(Lump Sum)
• Bidding Documents and Services	\$3,500	(Lump Sum)
Total	\$21,550	

Reimbursables are not to exceed a 15% markup. Payment for the services rendered will be requested via a monthly invoice. Fehr Graham does not accept credit and/or debit card payments.

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:

Signature _____

Name _____

Title _____

Date Accepted _____

CONSULTANT:

By  _____

Name Chris DeSilva, PE

Title Chief Operating Officer

Date Proposed May 16, 2025

25-1071

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)' 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 scope 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.

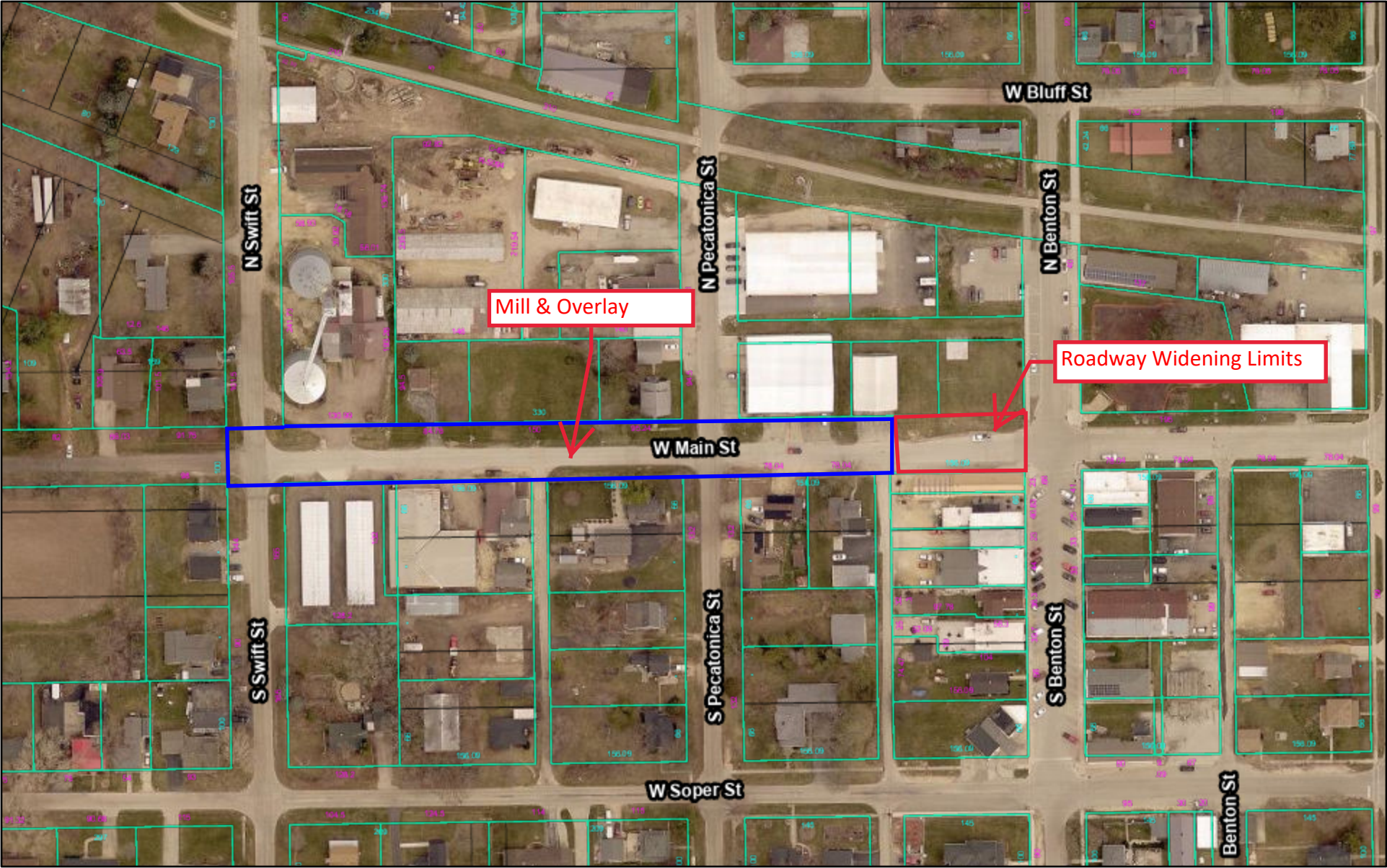
Client acknowledges that the discovery of certain conditions and/or taking of preventative measures relative to these conditions may result in a reduction of the property's value. Accordingly, Client waives any claim against Consultant and agrees to indemnify, defend, and hold harmless Consultant and 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.

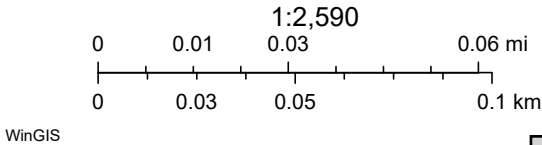
19. In the event of legal action to construe or enforce the provisions of this agreement, the prevailing party shall be entitled to collect reasonable attorney fees, court costs and related expenses from the losing party and the court having jurisdiction of the dispute shall be authorized to determine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

W. Main Street Widening

Section 18. Item #c.



5/12/2025





Agenda Item Executive Summary

A RESOLUTION AFFIRMING THE SIGNATURE OF
THE VILLAGE PRESIDENT ON THE ILLINOIS
DEPARTMENT OF TRANSPORTATION LOCAL
PUBLIC AGENCY GENERAL MAINTENANCE
ESTIMATE OF MAINTENANCE COSTS FOR
GOODLING RESURFACING PROJECT

Item Name

Committee or
Board

Committee

BUDGET IMPACT

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

EXECUTIVE SUMMARY

The proposed resolution affirms the procedural action taken by the Village President to sign the Illinois Department of Transportation Local Public Agency General Maintenance Estimate of Maintenance Costs for the Goodling resurfacing project (MFT Section 25-00014-01-RS). This signature, executed during the June 4, 2025 Committee of the Whole meeting, initiates IDOT's review process for the project. The action does not commit any expenditure but is required to pivot MFT funds from the delayed Westfield Road culvert project to the resurfacing of Goodling Street for the 2025 construction season. This resolution confirms that step and directs Village staff to continue coordination with IDOT and Fehr Graham to move the project forward.

ATTACHMENTS (PLEASE LIST)

Resolution

ACTION REQUESTED

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

MOTION:

Staff: Chad Insko, Director of Public Works
 Joseph Dienberg, Village Administrator Date: 6/18/2025

RESOLUTION NO. 2025- ____R

A RESOLUTION AFFIRMING THE SIGNATURE OF THE VILLAGE PRESIDENT ON THE ILLINOIS DEPARTMENT OF TRANSPORTATION LOCAL PUBLIC AGENCY GENERAL MAINTENANCE ESTIMATE OF MAINTENANCE COSTS FOR GOODLING RESURFACING PROJECT

WHEREAS, the Village of Winnebago previously approved Motor Fuel Tax (MFT) funding for the Westfield Road culvert improvement project under MFT Section 25-00014-00-BR; and

WHEREAS, due to an environmental compliance delay involving a required Environmental Survey Request (ESR), the Westfield Road culvert project has been postponed beyond the 2025 construction season; and

WHEREAS, to ensure continued progress on infrastructure improvements and appropriate use of MFT funding, Village staff recommended pivoting to an alternative project, namely the resurfacing of Goodling Street, for the 2025 construction season; and

WHEREAS, at the June 4, 2025, Committee of the Whole meeting, the matter of “Update on Westfield Culvert MFT Project and Recommendation for Alternative Project” was on the Committee of the Whole meeting agenda; and

WHEREAS, Village staff presented this update, and the Village President signed the Illinois Department of Transportation Local Public Agency General Maintenance Estimate of Maintenance Costs form to initiate IDOT’s review process for the Goodling resurfacing project; and

WHEREAS, this action did not authorize the expenditure of funds but commenced the procedural review necessary to proceed with the alternative MFT-funded project;

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

SECTION I: AFFIRMATION AND DIRECTION

- A. Affirms and ratifies the action of the Village President in signing the IDOT Local Public Agency General Maintenance Estimate of Maintenance Costs form for the Goodling resurfacing project (Exhibit “A”)

- B. Clarifies that such action shall not be construed as a commitment to expend funds but solely as a procedural step to initiate IDOT review; and
- C. Authorizes the Village Administrator and Director of Public Works to continue coordinating with IDOT and Fehr Graham to advance the project through the necessary review and approval processes.

SECTION II: EFFECTIVE DATE

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

APPROVED this _____ day of _____, 2025

APPROVED:

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:


**Illinois Department
of Transportation**
Local Public Agency General Maintenance

 Submittal Type **Revised**
Estimate of Maintenance Costs

District Estimate of Cost For

2 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
S. Goodling Street	IV	Yes		LS	1	\$148,177.50	\$148,177.50	\$148,177.50
Total Operation Cost								\$148,177.50

Estimate of Maintenance Costs Summary
Maintenance

 Local Public Agency Labor
 Local Public Agency Equipment
 Materials/Contracts(Non Bid Items)
 Materials/Deliver & Install/Materials Quotations (Bid Items)
 Formal Contract (Bid Items)

MFT Funds	RBI Funds	Other Funds	Estimated Costs
\$148,177.50			\$148,177.50
\$148,177.50			\$148,177.50

Maintenance Total
Estimated Maintenance Eng Costs Summary
Maintenance Engineering

 Preliminary Engineering
 Engineering Inspection
 Material Testing
 Advertising
 Bridge Inspection Engineering

MFT Funds	RBI Funds	Other Funds	Total Est Costs
\$8,658.88			\$8,658.88
\$8,890.65			\$8,890.65
\$17,549.53			\$17,549.53

Maintenance Engineering Total
Total Estimated Maintenance

\$165,727.03

\$165,727.03

Remarks

SUBMITTED

Local Public Agency Official Signature & Date

Title

Village President

County Engineer/Superintendent of Highways Signature & Date

APPROVED

 Regional Engineer Signature & Date
 Department of Transportation

Estimate of Maintenance Costs

Submittal Type Revised

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



Agenda Item Executive Summary

Item Name AN ORDINANCE REPEALING THE ERRANT WATER POLICY OF THE VILLAGE OF WINNEBAGO Committee or Board Board

BUDGET IMPACT

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

EXECUTIVE SUMMARY

This ordinance proposes the repeal of the Village of Winnebago's Errant Water Policy, originally implemented around 2014 to assist residents with major, undetected water leaks under the Village's previous manual-read meter system. The policy provided limited financial relief via a one-time annual adjustment.

As of Spring 2025, the Village has completed the transition to cellular water meters, which support real-time monitoring and customer usage tracking through the EyeOnWater application. These capabilities, combined with proactive staff notifications to residents regarding potential leaks, have rendered the policy obsolete.

Repealing the policy will reduce administrative burden, improve equity among utility customers, and align with the Village's strategic goals of modernizing customer service and eliminating outdated procedures.

ATTACHMENTS (PLEASE LIST)

Ordinance

ACTION REQUESTED

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

MOTION: I MOVE TO APPROVE ORDINANCE 2025-___, AN ORDINANCE REPEALING THE ERRANT WATER POLICY OF THE VILLAGE OF WINNEBAGO

Staff: Joseph Dienberg, Village Administrator Date: 6/18/2025

ORDINANCE NO. 2025- _____**AN ORDINANCE TERMINATING THE ERRANT WATER POLICY
OF THE VILLAGE OF WINNEBAGO**

WHEREAS, the Village of Winnebago established an Errant Water Policy to provide limited financial relief to residential customers who experienced major water leaks, particularly when such leaks went undetected due to the limitations of the manual-read water meter system in place at the time; and

WHEREAS, the policy allowed a one-time adjustment per residential account based on the customer's 3-month average usage plus a recovery surcharge for water lost and treatment costs, with the intent of balancing fairness to the customer with recovery of partial Village costs; and

WHEREAS, the Village completed its transition to cellular water meters in Spring 2025, equipping all accounts with the opportunity of real-time monitoring capabilities and enabling customer access to usage data through the EyeOnWater application; and

WHEREAS, Village staff are now alerted to abnormal usage patterns immediately and routinely provide courtesy notification to affected residents when potential leaks are detected, allowing proactive resolution before billing becomes an issue; and

WHEREAS, maintaining the policy presents an unnecessary administrative burden and introduces inequity by potentially subsidizing major leaks at the expense of the broader ratepayer base; and

WHEREAS, the Village Board finds that continuing the policy would be fiscally irresponsible, as errant water adjustments shift the cost burden of avoidable usage onto other utility customers; and

WHEREAS, eliminating the Errant Water Policy aligns with the Village's strategic goal of reducing bureaucracy and modernizing customer service through data-driven tools and proactive communication;

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

SECTION I. TERMINATION OF ERRANT WATER POLICY

The Errant Water Policy, originally established by the Village Board and as subsequently applied through administrative practice, is hereby repealed in full.

SECTION II. IMPLEMENTATION AND PUBLIC NOTICE

The Village Administrator and Utility Billing Department are directed to update all relevant policies, documents, and public communications to reflect this repeal. Residents shall continue to be encouraged to use the EyeOnWater application, and staff shall maintain current practice when practical of notifying customers when abnormal usage is detected, as a courtesy.

SECTION III. EFFECTIVE DATE

This Ordinance shall be in full force and effect from and after its passage, approval, and publication in accordance with applicable law.

SECTION IV. SEVERABILITY

If any section, paragraph, clause, or provision of this ordinance shall be adjudged invalid or unconstitutional, the remainder of this ordinance shall remain in full force and effect.

SECTION V. REPEAL

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

APPROVED this _____ day of _____, 2025

Franklin J. Eubank, Jr.,
Village President

ATTEST:

Sally Jo Huggins, Village Clerk

PASSED: _____
APPROVED: _____
PUBLISHED IN
PAMPHLET FORM: _____