



VILLAGE OF WINNEBAGO

REGULAR BOARD MEETING AGENDA

Wednesday, March 18, 2026 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

This meeting is being recorded

1. RECORDING OF THE MEETING

2. CALL TO ORDER

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL & ESTABLISHMENT OF A QUORUM

5. MEETING GUIDELINES

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

6. DISCLOSURE OF ANY CONFLICT OF INTEREST

7. CHANGES TO AGENDA

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

9. CONSENT AGENDA: *All items on the Consent Agenda denoted with an asterisk (*) are routine in nature and will be enacted in one motion. The Consent Agenda for this meeting includes:*

[a.](#) *Approval of Minutes Public Hearing March 4, 2026

[b.](#) *Approval of Board Trustees Meeting Minutes from March 4, 2026

[c.](#) *Approval of Minutes of the Special Board Meeting on March 10, 2026

[d.](#) *Approval of Invoices Presented for Payment \$46,135.54

10. PRESIDENT'S REPORT

11. TREASURER'S REPORT

[a.](#) Monthly Treasurer's Report (Presented at the second meeting of each month)

12. DEPARTMENT HEAD REPORTS

- [a.](#) Administrator Report (*Written reports generally presented at the second meeting of each month*)
- [b.](#) Police Chief Report (*Written reports generally presented at the second meeting of each month*)
- [c.](#) Public Works Director Report (*Written reports generally presented at the second meeting of each month*)

13. ACTION ITEMS

- [a.](#) Code Enforcement Matter – Recreational Vehicle at 304–308 W. Winnebago Street
- [b.](#) Swift Street Bid Acceptance
- [c.](#) Westfield Road Box Culvert MFT Project Bid Acceptance

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

15. NEW BUSINESS

16. UPCOMING MEETINGS

- [a.](#) Board of Trustees Meeting: April 1, 2026 at 6:00 p.m.
- [b.](#) Committee of the Whole Meeting: April 1, 2026 following the Board of Trustees Meeting

17. ADJOURNMENT

Posted: March 13, 2026 at 2:20 p.m. at 108 W. Main Street, Winnebago, IL
and online at www.villageofwinnebago.com Tel 815.335.2020 | Fax 815.415-8491

The Board of Trustees of the Village of Winnebago held a Public Hearing in person on March 04, 2026, at 5:55 p.m. with President Franklin J. Eubank, Jr. presiding to gather input on the proposed appropriation ordinance for 2026.

ROLL CALL

TRUSTEES PRESENT: ACKERMAN – GRAHAM - KIM -MCKINNON - SPRINGER
ABSENT: LEFEVRE

Guests: Public Works Director Chad Insko, Attorney Mary Gaziano, Village Administrator Joseph Dienberg, Treasurer Dana Novinson, Chief Jeff White, Lieutenant Nick Haff , Brenda Huetson, Joshua Hooper

The Appropriation Ordinance was presented. The necessary publication was made timely.

The hearing was closed at 5:58 p.m. as there was no public input on the matter.

UNAPPROVED

Sally Jo Huggins, Village Clerk

The Board of Trustees of the Village of Winnebago met in person on March 4, 2026, 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 – GRAHAM –KIM – MCKINNON – SPRINGER -, present
ABSENT: LEFEVRE

Guests: Attorney Mary Gaziano, Village Administrator Joseph Dienberg, Chief Jeff White, Public Works Director Chad Insko, Treasurer Dana Novinson, Lieutenant Nick Haff, Brenda Huetson, Joshua Hooper. Attending remotely Luke Ziegler of Fehr Graham.

4. ROLL CALL & ESTABLISHMENT OF A QUORUM - A quorum was established.
5. MEETING GUIDELINES: No trustees attended remotely.
6. DISCLOSURE OF ANY CONFLICT OF INTEREST - No conflict of interest was noted.
7. CHANGES TO THE AGENDA – No changes to the agenda.
8. PUBLIC COMMENT

Mr. Hooper, who lives at 306 West Winnebago Street Unit 1, explained the use of the camper he has which was provided by Make-A-Wish for his seven-year-old son who has special needs. The camper is on wood blocks. He asked the Village to consider allowing the camper for his son. The Board will look into the matter.

9. CONSENT AGENDA

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

- a. *Approval of Board Trustees Meeting Minutes from February 18, 2026
- b. *Approval of Invoices Presented for Payment \$14,177.18

10. PRESIDENT’S REPORT – Not provided.
11. TREASURER’S REPORT – Not provided.
12. DEPARTMENT HEAD REPORTS

- a. Administrator Report – Not included in the packet.
- b. Police Chief Report – Not included in the packet
- c. Public Works Director – Not included in the packet.

13. ACTION ITEMS

- a. A motion was made by MR. ACKERMAN, seconded by MR. KIM to adopt Resolution 2026-08R A RESOLUTION AUTHORIZING THE ISSUANCE OF A REQUEST FOR PROPOSAL FOR PROFESSIONAL PLANNING SERVICES FOR A COMPREHENSIVE PLAN AND UNIFIED DEVELOPMENT ORDINANCE UPDATE FOR THE VILLAGE OF WINNEBAGO. Motion carried on a voice vote.
- b. A motion was made by MR. KIM, seconded by MR. GRAHAM to adopt Ordinance 2026-02 AN ORDINANCE APPROPRIATING FOR ALL CORPORATE PURPOSES OF THE VILLAGE OF WINNEBAGO, WINNEBAGO COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2026, AND ENDING ON DECEMBER 31, 2026. Motion carried on a unanimous roll call vote of those present.
- c. A motion was made by MR. MCKINNON, seconded by MR. KIM to adopt Resolution 2026-09R A RESOLUTION AUTHORIZING THE EXECUTION OF AN ENGAGEMENT

LETTER WITH THE BENNING GROUP, LLC FOR INDEPENDENT AUDITING SERVICES. Motion carried on a unanimous roll call vote of those present.

- d. A motion was made by MR. GRAHAM, seconded by MR. ACKERMAN to adopt Resolution 2026-10R A RESOLUTION APPROVING AN AGREEMENT FOR PROFESSIONAL SERVICES WITH FEHR GRAHAM FOR CONSTRUCTION MANAGEMENT SERVICES RELATED TO THE WEST MAIN STREET WIDENING PROJECT. There will be a cost savings on this project by inhouse oversight. Motion carried on a unanimous roll call vote of those present. .
- e. A motion was made by MR. ACKERMAN, seconded by MR. SPRINGER to adopt Resolution 2026-11R A RESOLUTION APPROVING AND AUTHORIZING THE IMPLEMENTATION OF THE VILLAGE OF WINNEBAGO ANNUAL SIDEWALK REPAIR AND REPLACEMENT PROGRAM AND SAFE STEP SIDEWALK PROGRAM FUNDING. Motion carried on a unanimous roll call vote of those present.
- f. The Swift Street project remains open.
- g. The Westfield Road Box Culvert project remains open.

15. NEW BUSINESS:

The issue with the camper is no fault of the Building Official. The UDO as it is now is being followed by MR. Moore.

As Mr. Dienberg noted in an email the Prairie Path will be under disruption from this April to April 2027 for transition of lines by COMED.

The Statement of Economic Interest request will be mailed by the County this Friday. Everyone was reminded the form will need to be filed by May 1, 2026.

A letter was received about the late penalty on water bills because of the postal service was discussed. It was suggested the postmark date should be used for lateness rather than the date received in the office.

The Board was reminded of the Special Meeting March 10, 2026, at the High School at about 2:20 p.m.

16. UPCOMING MEETINGS

The next Board meeting will be held on March 18, 2026, at 6:00 pm, followed by the Committee of the Whole Meeting.

17. ADJOURNMENT

A motion was made by MR. KIM, seconded by MR. ACKERMAN, to adjourn at 7:10 p.m. The motion carried on a voice vote.

UAPPROVED

Sally Jo Huggins, Village Clerk

The Board of Trustees of the Village of Winnebago held a Special Meeting at the Winnebago High School Library on March 10, 2026, at 2:45 p.m. to read the proclamation for the Illinois Athletic Trainers’ Month with President Franklin J. Eubank, Jr. presiding. The link for the public to attend remotely was made available through GoToMeeting. The meeting notice was properly posted at the Village Hall, at the offsite location, and online.

ROLL CALL
PRESENT: ACKERMAN - GRAHAM –MCKINNON
ABSENT: LEFEVRE – KIM - SPRINGER

Guests: Village Administrator Joseph Dienberg, Chief Jeff White, Lieutenant Nick Haff, Mrs. Lindsay Metcalf and her class, Superintendent John Schwuchow, Teresa Ackerman, Officer McNeely, Officer Spelman.

There was a quorum present in the Village Hall.

There was no conflict of interest noted.

No one from the public requested to address the Board.

President Eubank read the proclamation proclaiming the month of March as National Athletic Training Month, see attached copy.

There was no new business.

The next Board meeting will be held on March 18, 2026, at 6:00 p.m. followed by the Committee of the Whole.

A motion was made by MR. GRAHAM, seconded by MR. ACKERMAN to adjourn the meeting at 2:50 p.m. Motion carried on a voice vote.

UNAPPROVED

Sally Jo Huggins, Village Clerk

Warrant List
March 18, 2026
Board Meeting

Warrant List

Section 1: Invoices Presented for Approval - \$46,135.54
Section 2: Invoices over \$5,000 - \$33,023.46

** Invoices are available for inspection and review**

SECTION 1:

WARRANT LIST

March 18, 2026

Invoices Presented
For Board Approval

Total Invoices: \$46,135.54

VENDOR SET: 01 Village of Winnebago, IL

BANK: AP AP BANK

DATE RANGE: 3/18/2026 THRU 3/18/2026

Section 9. Item #d.

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000717	ACE HARDWARE WINNEBAGO							
I-FEB 26 STATEMENT	FEB 26 STATEMENT	R	3/18/2026	404.98		027108		404.98
016055	AIRGAS USA, LLC D/B/A ENCOMPAS							
I-5522772352	ACETYLENE/OXYGEN TANK RENT	R	3/18/2026	39.09		027109		39.09
000108	BADGER METER INC							
I-80228977	SERV FRB 26 1239 METERS	R	3/18/2026	1,177.05		027110		1,177.05
000716	BALSLEY PRINTING							
I-161798	GAMING PERMIT LABELS (50)	R	3/18/2026	69.00		027111		69.00
000367	CITY OF ROCKFORD							
I-75004513	WATER SAMPLES 02/02/26	R	3/18/2026	132.00		027112		132.00
000100	CONSERV FS							
I-108028875	DIESELEX GOLD CLEAR 75.2 GAL	R	3/18/2026	338.26		027113		
I-108028876	AKROGOLD 10% ETHANOL 265.20 GA	R	3/18/2026	900.07		027113		
I-108028877	DIESELEX GOLD DYED 121.4 GAL	R	3/18/2026	478.92		027113		1,717.25
000038	DIAMOND PROPERTY MAINTENANCE,							
I-12617	MONTHLY CLEANING FEB 26	R	3/18/2026	160.00		027114		160.00
000024	FEHR-GRAHAM & ASSOCIATES							
I-137956	26-125 - GEN ENG PH01 DEVEL	R	3/18/2026	1,108.25		027115		
I-137957	26-322 KASCH DR WATER MN DSN	R	3/18/2026	4,170.00		027115		
I-137958	26-320 SWIFT ST WATER MN PH01	R	3/18/2026	5,070.00		027115		
I-137959	24-1570 RESH FARN -ESR PH 04	R	3/18/2026	576.25		027115		
I-137960	25-1071 MAIN ST WIDEN PH03 BID	R	3/18/2026	2,100.00		027115		13,024.50
000536	GILL'S FREEPORT DISPOSAL							
I-24470242T087	MARCH SERV / FEB ADJ	R	3/18/2026	19,998.96		027116		19,998.96
000147	HAWKINS, INC.							
I-7351120	AZONE 15 1 LB BULK	R	3/18/2026	366.50		027117		366.50
000525	J & R SUPPLY INC.							
I-2602291-IN	BLUE & GRN MARKING PNT	R	3/18/2026	145.00		027118		145.00
000358	LINCOLN RENTAL & SALES							
I-553196	DIAMOND 3" CORE BIT RESALE #78	R	3/18/2026	159.95		027119		
I-554442	BAR 20" 3/8 & CHAIN	R	3/18/2026	105.95		027119		265.90

VENDOR SET: 01 Village of Winnebago, IL

BANK: AP AP BANK

DATE RANGE: 3/18/2026 THRU 3/18/2026

Section 9. Item #d.

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000668	LOCIS							
I-51272	ONSITE AP/PR TRAINING	R	3/18/2026	735.00		027120		735.00
000307	MANHEIM, CASPER							
I-INV026	BUILDING INSPECTOR MAR 26	R	3/18/2026	1,000.00		027121		
I-INV027	CODE ENFORCEMENT MAR 26	R	3/18/2026	960.00		027121		1,960.00
000731	MENARDS - CHERRY VALLEY							
I-3366	24" TIE DAN/72"DEAMS	R	3/18/2026	119.65		027122		
I-3411	2 US FLAGS 3' X 5'	R	3/18/2026	69.98		027122		
I-3567	STAIN PARK BENCHES & TABLES	R	3/18/2026	51.91		027122		
I-3762	96' BEAM - 24" TIE BAR	R	3/18/2026	284.19		027122		
I-3876	WELDABLE PERF SHT 24 X 24	R	3/18/2026	79.98		027122		605.71
000010	MERIDIAN IMPLEMENT COMPANY							
I-01-220004	SYNTH OIL / MOTO MIX	R	3/18/2026	156.92		027123		
I-01-220144	STARTER ROPE STIHL CHAINSAW	R	3/18/2026	177.57		027123		334.49
000680	NOVINSON, DANA							
I-202603132771	TYLER TRAINING - ROCHELLE	R	3/18/2026	53.20		027124		
I-202603132772	IMTA CONFERENCE 2025	R	3/18/2026	175.27		027124		
I-202603132773	IML CONFERENCE 2025	R	3/18/2026	168.80		027124		
I-202603132774	IMTA INSTITUE NOV. 2025	R	3/18/2026	400.97		027124		798.24
000298	PACE ANALYTICAL SERVICES, LLC							
I-267205138	RADIU, 226 - RADIUM 228	R	3/18/2026	250.00		027125		
I-267206623	WATER SAMPLE KITS (7)	R	3/18/2026	390.00		027125		640.00
016045	RAY O'HERRON CO., INC.							
I-2464412	VEST - MUND	R	3/18/2026	1,252.75		027126		1,252.75
000422	ROCKFORD INFORMATION TECHNOLOG							
I-44679	CLOUD BACKUP MAR 26 INCODE SER	R	3/18/2026	60.00		027127		
I-44716	CLOUD BACKUP MAR 26	R	3/18/2026	140.00		027127		
I-44739	REMOTE SERVER/PC MGMNT MAR 26	R	3/18/2026	285.00		027127		485.00
000825	SULLIVAN'S FOODS							
I-FEB 26 STATEMENT	FEB 26 STATEMENT	R	3/18/2026	222.59		027128		222.59
000696	TRANSUNION RISK AND ALTERNATIV							
I-6789125-202902-1	FEB 26 BILLING PERIOD	R	3/18/2026	120.00		027129		120.00
000454	USPS POSTMASTER							
I-202603132775	ANNUAL PERMIT FEE	R	3/18/2026	370.00		027130		370.00

VENDOR SET: 01 Village of Winnebago, IL

BANK: AP AP BANK

DATE RANGE: 3/18/2026 THRU 3/18/2026

Section 9. Item #d.

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000623	WANLESS BROTHERS MOVING & STOR							
I-9142	MARCH STORAGE FEB ACTIVITY	R	3/18/2026	125.00		027131		125.00
000222	WEST SIDE TRACTOR SALES							
I-F89321	FILTERS JD524	R	3/18/2026	622.49		027132		622.49
000616	XEROX FINANCIAL SERVICES							
I-41701183	04/02/26 - 05/01/26 SERV PERIO	R	3/18/2026	364.04		027133		364.04

* * T O T A L S * *

NO

INVOICE AMOUNT

DISCOUNTS

CHECK AMOUNT

REGULAR CHECKS:

26

46,135.54

0.00

46,135.54

HAND CHECKS:

0

0.00

0.00

0.00

DRAFTS:

0

0.00

0.00

0.00

EFT:

0

0.00

0.00

0.00

NON CHECKS:

0

0.00

0.00

0.00

VOID CHECKS:

0 VOID DEBITS

0.00

VOID CREDITS

0.00

0.00

0.00

TOTAL ERRORS: 0

VENDOR SET: 01	BANK: AP	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			26	46,135.54	0.00	46,135.54
BANK: AP	TOTALS:		26	46,135.54	0.00	46,135.54
REPORT TOTALS:			26	46,135.54	0.00	46,135.54

SECTION 2:

WARRANT LIST

March 18, 2026

Invoices Over \$5,000

\$ 33,023.46

These invoices are included in the
Section 1 Warrant List

VENDOR SET: 01 Village of Winnebago, IL

BANK: AP AP BANK

DATE RANGE: 3/18/2026 THRU 3/18/2026

Section 9. Item #d.

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000024	FEHR-GRAHAM & ASSOCIATES							
I-137956	26-125 - GEN ENG PH01 DEVEL	R	3/18/2026	1,108.25		027115		
I-137957	26-322 KASCH DR WATER MN DSN	R	3/18/2026	4,170.00		027115		
I-137958	26-320 SWIFT ST WATER MN PH01	R	3/18/2026	5,070.00		027115		
I-137959	24-1570 RESH FARN -ESR PH 04	R	3/18/2026	576.25		027115		
I-137960	25-1071 MAIN ST WIDEN PH03 BID	R	3/18/2026	2,100.00		027115		13,024.50
000536	GILL'S FREEPORT DISPOSAL							
I-24470242T087	MARCH SERV / FEB ADJ	R	3/18/2026	19,998.96		027116		19,998.96

* * T O T A L S * *

NO

INVOICE AMOUNT

DISCOUNTS

CHECK AMOUNT

REGULAR CHECKS:

2

33,023.46

0.00

33,023.46

HAND CHECKS:

0

0.00

0.00

0.00

DRAFTS:

0

0.00

0.00

0.00

EFT:

0

0.00

0.00

0.00

NON CHECKS:

0

0.00

0.00

0.00

VOID CHECKS:

0 VOID DEBITS

0.00

VOID CREDITS

0.00

0.00

0.00

TOTAL ERRORS: 0

NO

INVOICE AMOUNT

DISCOUNTS

CHECK AMOUNT

VENDOR SET: 01 BANK: AP TOTALS:

2

33,023.46

0.00

33,023.46

BANK: AP TOTALS:

2

33,023.46

0.00

33,023.46

REPORT TOTALS:

2

33,023.46

0.00

33,023.46

Treasurer's Report

March 18, 2026

Board Meeting

Cash Reports

Section 1: Cash Balances as of January 2026
Credit Card January 2026 Recap
Bank Reconciliations January 2026

Budget Details

Section 2: Revenue & Expenditures Report –
Unavailable until Budget is Installed in Software 04/01/26

Construction in Progress & other Tracking

Section 3: Large Purchase Tracking
Grant Tracking
Village Debt
Village Revenue

SECTION 1:

CASH REPORTS

Cash Balances as of January 2026
Bank Reconciliations January 2026
Credit Card Statement Recap January 2026

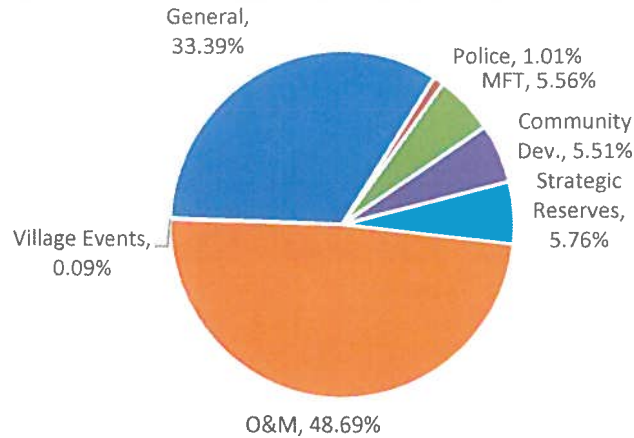
SECTION 2:

BUDGET DETAILS

Revenue & Expenditures Report
Unavailable until Budget is Installed in
Software 04/01/26

Cash Balances January 2026

Section 11. Item #a.



General Fund		Ending Balance
First National Bank	\$	155,555.23
Illinois National Bank	\$	829.57
Illinois Funds - General	\$	1,936,708.13
General subtotal	\$	2,093,092.93
Police		
Illinois Funds-Police	\$	62,360.17
Illinois National Bank	\$	1,000.00
General subtotal	\$	63,360.17
Motor Fuel Tax Fund		
First National Bank	\$	66,805.08
Illinois Funds	\$	281,590.75
General subtotal	\$	348,395.83
Community Development Fund		
First National Bank	\$	345,539.49
Strategic Reserves		
Illinois Funds	\$	358,251.36
First National	\$	2,500.00
General subtotal	\$	360,751.36
Operations and Maintenance		
First National Bank	\$	257,936.66
First National Holding	\$	250,000.00
Illinois National Bank	\$	1,000.00
Illinois Funds	\$	2,542,819.96
General subtotal	\$	3,051,756.62
Village Events (4th of July)		
First National Bank	\$	5,473.44
Cash subtotals		\$ 6,268,369.84
Grand Total		\$ 6,268,369.84

BANK RECONCILIATION									
January 2026									
	Fund 99	Fund 01	Fund 01	Fund 01	Fund 15	Fund 17	Fund 24	incl acct 1165	Fund 90
	Disbursing	General	Police	MFT	Comm Dev	Strategic Reserve	O & M		4th of July
Bank Balances:									
First National Bank	39,862.48	155,555.23		66,805.08	345,539.49	2,500.00	257,936.66		5,473.44
Illinois Funds		1,936,708.13	62,360.17	281,590.75		358,251.36	2,542,819.96		
EPAY (INB)		829.57	1,000.00				1,000.00		
O & M Holding Account -							250,000.00		
Subtotals	39,862.48	2,093,092.93	63,360.17	348,395.83	345,539.49	360,751.36	3,051,756.62		5,473.44
Bank Adjustments:									
Disbursing Interest - Jan Interest	(325.02)	325.02							
Traffic Tickets (4) Transfer in Transit		200.00	(200.00)						
Telecom Tax Deposit In Transit		(444.40)			444.40				
Sales Tax 1% NHMR Deposit in Transit		(43,353.84)					43,353.84		
Cannabis Tax Deposit in Transit		(463.14)	463.14						
NICOR Transfer from Wrg Acct		78.17					(78.17)		
NICOR Deposit in Transit 1/26/26	128.21						(128.21)		
Delta Dental 01/02/26 - AUTODRAW after cancellation	661.86								
26921	(29.50)								
26928	(7.09)								
Outstanding Checks Jan 2026	(40,355.37)								
Four Rivers Duplicate Pmt	64.43								
Mars Payments - Deposits in Transit							124.63		
Web Payments - Deposits in Transit							150.00		
Web Payments - Deposits in Transit							197.45		
General Ledger Beginning Balance	0.00	2,049,434.74	63,623.31	348,395.83	345,983.89	360,751.36	3,095,376.16		5,473.44
G/L Adjustments:	-	2,049,434.74	63,623.31	348,395.83	345,983.89	360,751.36	3,095,376.16		5,473.44
G/L Final Adjusted Balance	-	2,049,434.74	63,623.31	348,395.83	345,983.89	360,751.36	3,095,376.16		5,473.44
Discrepancies	0.00	-	-	-	-	-	-		-

Cash Transfer 02/07/26

Cash Transfer 1/31/26

Cash Transfer 02/07/26

Cash Transfer 1/31/26

Cash Transfer 02/07/26

Cash Transfer 01/26/26

CONSTRUCTION IN PROGRESS

Large Purchase Tracking – Unavailable this
month

Grant Tracking

Village Debt

Village Revenue

Grant Applications/Progress Tracking

FEBRUARY 2026

Grant Title	Status	Vendor	Total	Rec'd	Notes
Safe Routes to School Grant Application Resolution 2025-24R Dated 08/13/25	In Progress	Fehr- Graham Grant Preparation	\$ 7,300.00		Grant Application Submitted by Fehr Graham

Fehr- Graham Invoices Received to Date \$7300.00 as of 12/31/25

Village of Winnebago Debt Tracking

2026	IL EPA	Four Rivers Sanitation Authority			YTD
Pmts Due :	Jan/Jul	Jan/Jul	Feb/Aug	Jun/Dec	
Pmt Amt	\$ 48,969.92	\$ 139,392.82	\$ 40,915.09	\$ 30,495.44	
Month	Water Tower	Fuller Creek Phase C	Fuller Creek Phase D&F	Future Costs	Total All Debt
Jan	\$ 803,205.43	\$ 3,117,834.84	\$ 979,460.55	\$ 824,229.58	\$ 5,724,730.40
Feb	\$ 803,205.43	\$ 3,117,834.84	\$ 947,164.71	\$ 824,229.58	\$ 5,692,434.56
Mar					
Apr					
May					
Jun					
Jul					
Aug					
Sep					
Oct					
Nov					
Dec					

VILLAGE REVENUE

PROPERTY TAX						
01-300 Through 01-309						
	2026	2025	2024	2023	2022	2021
Dec		3,283	0	6,002	216	39
Nov		4,576	5,823		2,130	8,432
Oct		4,717	7,803	7,886	7,155	4,483
Sept		201,327	204,860	182,135	176,432	152,573
Aug		27,226	23,012	28,878	25,134	38,013
July		5,171	3,723	8,878	6,945	15,588
Jun		206,311	238,482	202,307	230,268	206,348
May		88,940	36,617	61,703	22,662	37,575
Apr		0	0			
Mar		0	0			
Feb	0	0	0			
Jan	0	1,012	0			
Actual	0	542,563	520,319	497,789	470,942	463,051
Projected	0	NOTES: Per W/C - Property Tax pmt for Nov w/b rec in Dec Dec Distribution includes annual interest \$1156.34				
Budgeted	562,073					
Bdgt vs Act.	0.00%					

HEAVY LOAD PERMITS						
01-328						
	2026	2025	2024	2023	2022	2021
Dec		0	0			300
Nov		0	75			
Oct		0	0	125	300	
Sept		375	75		225	
Aug		0	175		175	125
July		0	0		280	200
Jun		25	0		235	75
May		170	0		75	375
Apr		170	195			
Mar		0	25	50	150	
Feb	0	0		180		
Jan	0	0		25	125	125
Actual	0	740	545	380	1,565	1,200
Projected	470	NOTES: Single trip or 120 day permits for heavy vehicles				
Budgeted	470					
Bdgt vs Act.	0.00%					

PPRT						
01-342						
	2026	2025	2024	2023	2022	2021
Dec		4,155	1,770	2,949	5,034	2,084
Nov		0				
Oct		5,244	5,658	9,502	15,372	10,042
Sept		0				
Aug		870	1,384	1,848	1,303	766
July		5,065	7,419	11,463	11,413	6,027
Jun		0				
May		7,026	8,292	14,179	15,851	8,271
Apr		1,837	3,430	8,739	11,839	6,418
Mar		1,936	3,845	5,501	10,015	1,374
Feb	0	0				
Jan	5,031	4,698	6,521	11,104	7,647	3,802
Actual	5,031	30,833	38,319	65,286	78,474	38,784
Projected	30,183	NOTES: Projected Amount Calculated based on IML Projections for CY25				
Budgeted	30,000					
Bdgt vs Act.	16.77%					

COMED UTILITY TAX						
01-315						
	2026	2025	2024	2023	2022	2021
Dec		2,683	4,614	7,888	8,321	8,068
Nov		13,809	10,156	7,682	7,703	8,546
Oct		9,994	10,944	9,534	15,151	11,009
Sept		11,381	10,709	11,258	5,852	11,263
Aug		10,606	18,914	11,139	11,194	11,259
July		8,033	3,438	9,753	11,387	11,330
Jun		7,276	12,270	6,882	8,411	8,048
May		7,363	6,866	7,067	7,970	7,565
Apr		8,879	9,780	8,027	8,467	8,380
Mar		2,758	2,910	8,684	9,106	9,570
Feb	9,703	9,092	10,087	9,313	9,999	9,436
Jan	8,304	9,333	8,645	21,950	9,827	10,254
Actual	18,006	101,207	109,334	119,176	113,390	114,728
Projected	108,038	NOTES: Projected Calculated based on Monthly Average - Steady Year Over Year Decrease Attributed to Increased Solar Permits				
Budgeted	100,000					
Bdgt vs Act.	18.01%					

INCOME TAX/LGDF						
01-341						
	2026	2025	2024	2023	2022	2021
Dec		29,695	25,748	26,963	26,945	22,499
Nov		32,441	32,985	34,318	30,031	25,372
Oct		56,593	54,947	50,948	47,425	44,259
Sept		26,179	25,732	26,357	25,904	24,355
Aug		30,696	32,777	29,038	23,836	23,062
July		53,558	49,056	44,182	46,279	41,072
Jun		31,906	33,720	33,162	27,414	45,783
May		92,001	78,678	70,722	93,322	52,181
Apr		51,567	45,531	41,240	46,252	38,199
Mar		28,161	28,839	25,624	21,650	23,957
Feb	44,821	43,889	44,370	43,264	49,949	34,761
Jan	55,957	53,726	46,891	43,756	40,058	32,879
Actual	100,778	530,413	499,272	469,574	479,064	408,380
Projected	530,111	NOTES: Projected Amount Calculated based on IML Projections for CY26				
Budgeted	529,788					
Bdgt vs Act.	19.02%					

SALES TAX						
01-345						
	2026	2025	2024	2023	2022	2021
Dec		51,374	48,992	52,253	52,369	42,096
Nov		59,213	52,595	50,731	56,826	44,401
Oct		57,628	43,860	54,558	56,100	47,725
Sept		56,205	48,760	53,731	62,622	44,810
Aug		65,175	50,622	52,807	58,635	44,877
July		50,908	45,868	49,785	53,719	40,868
Jun		59,274	44,850	45,726	53,690	41,314
May		46,573	40,709	39,074	40,789	29,964
Apr		46,398	41,373	39,869	39,130	34,610
Mar		52,291	51,478	53,237	49,512	31,926
Feb	58,341	55,907	48,093	48,626	44,321	29,689
Jan	61,573	55,201	51,239	51,786	46,372	33,941
Actual	119,915	656,146	568,439	592,182	614,085	466,222
Projected	719,488	NOTES: Projected Calculated based on Monthly Average				
Budgeted	682,392					
Bdgt vs Act.	17.57%					

VILLAGE REVENUE

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CANNABIS						
01-346						
	2026	2025	2024	2023	2022	2021
Dec		263	369	360	358	339
Nov		342	361	366	385	401
Oct		354	375	360	349	459
Sept		370	362	350	380	386
Aug		348	389	397	474	324
July		385	391	373	339	363
Jun		431	384	362	409	412
May		362	423	355	409	355
Apr		367	441	420	453	351
Mar		397	415	364	432	272
Feb	355	388	412	372	408	276
Jan	463	414	371	373	415	343
Actual	818	4,421	4,694	4,452	4,811	
Projected	4,616	NOTES: Projected Amount Calculated based on IML Projections for CY25				
Budgeted	4,733					
Bdgt vs Act	17.28%					

LOCAL USE TAX						
01-349						
	2026	2025	2024	2023	2022	2021
Dec		2,149	9,544	9,908	10,543	9,631
Nov		2,503	8,233	8,927	9,376	9,660
Oct		2,416	8,477	9,412	9,027	9,152
Sept		2,651	8,249	6,679	10,343	9,827
Aug		2,901	8,550	8,897	9,169	8,622
July		2,130	8,860	8,996	8,042	9,367
Jun		1,910	9,964	10,751	10,042	10,310
May		1,447	8,202	8,692	8,561	8,065
Apr		1,458	7,295	9,433	8,868	9,045
Mar		11,913	12,190	13,474	13,373	18,448
Feb	1,731	9,476	10,502	11,139	10,550	13,073
Jan	2,335	5,447	10,053	10,567	8,980	12,268
Actual	4,066	46,401	110,119	116,875	116,874	127,468
Projected	40,748	NOTES: Projected Amount Calculated based on IML Projections for CY25				
Budgeted	12,730					
Bdgt vs Act.	31.94%					

POLICE FINES - Winnebago Co						
01-351 and 01-353						
	2026	2025	2024	2023	2022	2021
Dec		550	931	164	926	1,817
Nov		341	814	1,568	1,065	1,738
Oct		400	907	2,966	649	885
Sept		1,026	907	1,363	458	1,111
Aug		747	756	1,507	649	449
July		899	1,061	2,535	846	1,412
Jun		859	1,190	1,743	261	412
May		351	2,150	572	1,553	128
Apr		1,447	1,109	106	1,246	1,505
Mar		1,050	982	836	460	169
Feb	817	637	518	334	365	253
Jan	474	774	245	1,696	469	1,324
Actual	1,291	9,080	11,569	15,390	8,946	11,202
Projected	7,743	NOTES: Projected Calculated based on Monthly Average				
Budgeted	12,200					
Bdgt vs Act.	10.58%					

EXCISE TAX (TELECOMMUNICATIONS)						
01-389 and 17-389						
	2026	2025	2024	2023	2022	2021
Dec		2,649	2,648	2,939	3,979	2,965
Nov		2,530	2,571	3,242	3,112	2,848
Oct		2,523	2,441	2,778	2,954	2,803
Sept		2,682	2,727	3,038	2,841	3,033
Aug		2,586	2,510	3,044	2,682	2,929
July		2,450	2,457	2,818	2,713	2,837
Jun		2,723	3,032	3,210	2,946	2,891
May		2,405	2,663	2,894	2,452	2,806
Apr		2,512	2,899	2,965	2,783	2,518
Mar		2,578	3,270	3,155	2,932	2,715
Feb	2,573	2,463	2,948	2,997	2,806	2,915
Jan	2,666	2,448	2,796	2,978	2,887	3,015
Actual	5,240	30,549	32,963	36,059	35,086	34,275
Projected	31,437		Police	Com Dev		
Budgeted	30,000		4366.3167	873		
Bdgt vs Act.	17.47%					

MFT (MOTOR FUEL TAX)						
15-343						
	2026	2025	2024	2023	2022	2021
Dec		5,663	5,922	6,292	5,674	6,366
Nov		5,302	5,608	5,340	5,675	5,743
Oct		5,682	5,695	5,984	6,014	6,169
Sept		6,047	5,914	5,511	5,620	6,570
Aug		5,592	5,670	5,766	6,027	5,992
July		5,184	5,779	5,874	6,301	6,101
Jun		4,925	5,119	5,656	6,084	5,888
May		5,066	5,207	5,538	6,021	5,989
Apr		5,036	4,770	4,751	6,026	5,074
Mar		5,462	5,261	4,655	3,784	4,675
Feb	5,537	5,191	4,891	4,905	6,202	4,987
Jan	5,752	5,492	6,173	6,755	6,863	6,309
Actual	11,289	64,640	66,008	67,028	70,291	69,861
Projected	63,445	NOTES: Projected Amount Calculated based on IML Projections for CY26				
Budgeted	63,328					
Bdgt vs Act.	17.83%					

TRF (TRANSPORTATION RENEWAL FUND)						
15-346						
	2026	2025	2024	2023	2022	2021
Dec		5,811	5,953	5,901	4,358	4,517
Nov		5,881	5,679	5,045	4,305	4,133
Oct		6,078	5,765	5,589	4,492	4,552
Sept		6,311	5,955	5,411	4,540	4,619
Aug		5,888	5,488	4,726	4,554	4,327
July		5,756	5,505	5,154	4,505	4,308
Jun		5,762	5,155	4,962	4,354	4,245
May		5,561	5,367	4,907	4,384	4,226
Apr		5,044	4,838	4,393	4,297	3,706
Mar		5,700	5,194	4,765	3,498	3,799
Feb	6,018	5,579	4,910	4,294	4,346	3,987
Jan	6,150	5,548	5,302	4,720	4,669	3,985
Actual	12,168	68,718	65,111	59,867	52,303	50,404
Projected	68,002	NOTES: Projected Amount Calculated based on IML Projections for CY25				
Budgeted	70,972					
Bdgt vs Act.	17.15%					

VILLAGE REVENUE

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VIDEO GAMING						
17-392						
	2026	2025	2024	2023	2022	2021
Dec		8,496	6,913	6,697	5,464	5,319
Nov		7,452	7,452	6,875	5,647	4,736
Oct		6,902	8,090	7,134	5,008	5,114
Sept		6,585	7,579	6,587	6,092	4,673
Aug		6,915	8,229	6,329	5,574	5,442
July		8,562	8,102	5,180	5,158	4,528
Jun		8,367	7,514	7,258	5,436	4,791
May		7,670	6,915	9,098	5,390	4,397
Apr		6,555	6,569	4,933	4,422	3,552
Mar		5,678	6,719	6,196	4,983	2,061
Feb	7,501	8,246	5,954	4,669	5,224	1,775
Jan	7,084	7,787	6,963	4,533	4,377	0
Actual	14,585	80,216	86,999	75,487	62,776	46,308
Projected	87,513	NOTES: Projected Calculated based on Monthly Average				
Budgeted	90,000					
Bdgt vs Act.	16.21%					

SALES TAX 1%						
51-345						
	2026	2025	2024	2023	2022	2021
Dec		38,922	35,762	38,046	38,493	30,409
Nov		43,487	39,951	39,292	43,052	32,348
Oct		42,432	32,493	39,007	43,183	32,546
Sept		39,688	38,038	40,358	49,674	32,263
Aug		48,433	38,710	40,872	45,368	31,665
July		37,068	34,058	36,614	40,358	27,624
Jun		42,270	33,720	33,874	39,561	28,890
May		32,726	29,507	28,165	30,033	20,584
Apr		33,417	29,388	30,116	26,274	22,599
Mar		39,316	38,180	38,095	37,605	20,761
Feb	41,971	40,395	36,761	37,025	34,000	19,183
Jan	43,354	42,715	37,989	38,685	32,282	21,192
Actual	05,325	480,009	424,550	440,149	459,883	320,005
Projected	511,950	NOTES: Projected Calculated based on Monthly Average				
Budgeted	500,103					
Bdgt vs Act.	17.06%					

GENERAL FUND MONTHLY TOTALS						
	2026	2025	2024	2023	2022	2021
Dec	0	93,686	103,260	107,549	87,982	108,809
Nov	0	106,976	105,265	107,433	91,228	82,238
Oct	0	126,702	137,217	146,677	125,449	95,689
Sept	0	96,614	101,412	108,167	93,674	83,832
Aug	0	115,322	107,171	107,468	91,966	107,357
July	0	117,489	127,370	134,172	112,064	86,673
Jun	0	104,219	100,092	103,145	108,834	69,915
May	0	145,832	142,984	169,428	109,582	79,705
Apr	0	110,943	110,693	117,793	99,522	84,277
Mar	0	102,973	110,089	107,170	88,262	78,870
Feb	118,340	116,437	115,891	118,034	90,151	80,308
Jan	136,804	126,516	142,540	113,893	96,626	86,740
	255,144	1,363,709	1,403,985	1,440,930	1,195,339	1,044,415

	WATER SALES		ADMIN		CAPITAL	
	51-361		51-365		51-362	
	2026	2025	2026	2025	2026	2025
Dec		27,223		16,972		39,608
Nov		33,018		15,749		46,077
Oct		29,598		16,824		41,648
Sep		26,561		15,952		38,457
Aug		36,446		17,487		50,293
Jul		29,329		16,245		41,852
Jun		33,970		16,906		48,555
May		25,250		16,942		36,902
Apr		24,071		16,077		35,147
Mar		23,846		16,371		34,925
Feb	28,979	33,186	16,476	16,022	41,724	49,333
Jan	23,946	22,474	16,627	15,553	35,423	35,134
Actual	52,925	344,974	33,103	197,098	77,147	497,930
Projected						
Budgeted	342,859	290,080	197,403	181,552	498,212	495,800
Bdgt vs Act.	15.44%	1.189237	0.1676943	1.0856308	0.1548473	1.004297

GENERAL FISCAL PROJECTIONS						
	2021	2022	2023	2024	2025	2026
Actual	1,044,415	1,195,339	1,440,930	1,403,985	1,363,709	255,144
Projected						
Budgeted						1,907,972
Bdgt vs Act						13.37%

O&M FISCAL PROJECTIONS						
	2021	2022	2023	2024	2025	2026
Actual	1,245,270	1,393,570	1,421,986	1,405,083	1,520,871	248,500
Projected						0
Budgeted						1,538,578
Bdgt vs Act						16.15%

General Administration

- Prepared Board information for upcoming Capital Improvement Plan creation. This included meeting with various staff members outlining plan.
- Prepared board materials and meeting packets for the Zoning Board, Village Board, and Committee of the Whole throughout the month.
- Participated in discussions regarding the proposed transition from Comcast to Silo Communications for Village internet services.
- Continued Coordinating the Village's Software Transition to LOCiS by participating in multiple meetings.
 - Managed utility billing transition communications and ACH enrollment, resulting in 30 residents enrolling in ACH following outreach regarding payment changes.
- Attended Various ILCMA Committee Meetings that I serve on, including the Summer Conference Planning Committee and the Committee for Professional Conduct
- Oversight of beginning-of-year utility billing transitions continued cellular meter transition matters.
- Direct troubleshooting and vendor coordination for LOCiS for upcoming Training and implementation
- Met with Lexipol regarding village administrative needs.
- Attended Quarterly PSAP and NorthCOG Meetings
- Hosted 4th of July Planning Meeting at Village Hall.
- Worked with the school district on logistics for a special Village Board meeting.
- Attended Bid Opening for Main Street Widening Project, and facilitated administrative coordination between the village and the village engineer regarding next steps and approvals.

Capital Improvement Plan

- This will consist of Monthly Updates on the implementation of the creation of the CIP In future Months.

Community Development

- Hosted Monthly Development Team meeting reviewing all active developments in the Village with the Village Building Official, Engineer, Director of Public Works, Deputy Clerk, FRSA, Win-Bur-Sew Chief.
- Participated in regional economic development and professional association meetings including collaboration with the Rockford Area Chamber on various development priorities.
- Met/Spoke with:
 - A national homebuilder pursuing a large-scale residential development opportunities on vacant parcels.
 - A restaurant/bar operator opening new downtown location, "Tap on Benton" at former Benton Street Angel Treasurers Location.
 - Table Talk Supper Club
 - Louie's Uptown LLC
 - A local Coffee Vendor, "Wake zone Roasting Co." looking to expand operations to a brick and mortar location at the vacant location next to Athletico
 - Region 1, regarding further grant funding for 114 S. Benton Street Environmental Studies
 - 3 Different Companies interested in Village Owned Property
 - A Health and Wellness type of consultant interested in a parcel in the downtown corridor.
 - A Worldwide Commercial Real Estate Broker for the Marketing of Village Owned Property.
- Coordinated with the Village Attorney and special counsel to continue negotiations for the potential sale of Village-owned property, including infrastructure review and appraisal considerations.
 - Facilitated coordination with FRSA and prospective property purchasers regarding development opportunities and utility considerations.
- Worked with Community Development Intern on project correcting inconsistencies with the UDO, Who has been presenting these to the Zoning Board of Appeals.

**Village Engineer Report
for
Village of Winnebago**

**Village Board Meeting
March 18, 2026**

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

Active Projects:

#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. IDOT ESR materials were submitted in December 2025, with additional/supplemental materials being provided on December 22. ESR was approved on February 23. Fehr Graham is working to have plans and specifications revised to address IDOT comments prior to setting a letting schedule.

Total Contract Value: \$48,900.00

Invoiced to Date: \$31,920.00

#25-1071 West Main Street Widening Design– On June 18, 2025, Village staff approved the proposal for professional services regarding a project to resurface and widen a portion of West Main Street. The project was released to potential bidders on February 11, 2026, with the bid open held on February 18. Helm Civil was the responsible low bidder. Construction is anticipated to start in late spring.

Total Contract Value: \$26,550.00

Invoiced to Date: \$26,550.00

#25-1071A West Main Street Widening Construction – On March 4, 2025, Village Board approved the proposal for professional services regarding construction management services for the West Main Street project. Contract materials were provided to Helm Civil, and Fehr Graham is awaiting their return. A pre-construction meeting was held on Friday, March 13, with Village, Helm, Four Rivers and Fehr Graham staff in attendance.

Total Contract Value: \$5,000.00

Invoiced to Date: N/A

#26-125 Village of Winnebago 2026 General Engineering – Below is a breakdown of those phases which have been utilized to date for the Contract.

Total Contract Value: \$25,000.00

Invoiced to Date: \$1,108.25

#26-125 PH01 Village of Winnebago 2026 General Engineering (Development) - Monthly development meeting with Village, FRSA and Win-Bur-Sew Fire Department staff was held on Monday, March 9, to discuss ongoing/upcoming development projects within the Village. General coordination with Village Staff regarding the potential Willingham Subdivision expansion

Total Phase Value: \$5,000.00

Invoiced to Date: \$473.75

#26-125 PH04 Village of Winnebago 2026 General Engineering (Public Works/Infrastructure) – Scanning Village provided subdivision as-built drawings and converting to PDF forms for Village record.

Total Phase Value: \$5,000.00

Invoiced to Date: \$106.00

#26-125 PH05 Village of Winnebago 2026 General Engineering (Village Board/General Items) – Attending the Village Board Meetings, prepping Engineering Reports, as well as coordination regarding zoning changes for 102 North Elida Street.

Total Phase Value: \$5,000.00

Invoiced to Date: \$528.50

#26-320 Village of Winnebago Swift Street Improvements – Below is a breakdown of those phases which have been utilized to date for this Contract.

Total Contract Value: \$24,950.00

Invoiced to Date: \$5,070.00

#26-320 PH01 Village of Winnebago Swift Street Improvements (Design Engineering) – On January 12, 2026, at a yearly project Kickoff Meeting between Fehr Graham and Village Staff, it was requested that the Cunningham Road Water Main project have the Swift Street portion pulled and turned into a standalone project. The project was approved by the Village Board on January 21. Fehr Graham continues to advance design work, creating new drafting (CAD) files from the Cunningham project and revising water main connections.

Total Phase Value: \$19,500.00

Invoiced to Date: \$4,875.00

#26-320 PH02 Village of Winnebago Swift Street Improvements (IEPA Permitting) – IEPA required permitting with the State Historic Preservation Office (SHPO) was submitted with the required site exhibits and documentation.

Total Phase Value: \$1,950.00

Invoiced to Date: \$195.00

#26-322 Village of Winnebago Kasch Drive Water Main – Below is a breakdown of those phases which have been utilized to date for this Contract.

Total Contract Value: \$12,500.00

Invoiced to Date: \$4,170.00

#26-322 PH01 Village of Winnebago Kasch Drive Water Main (Design Engineering) – On January 12, 2026, at the yearly project Kickoff Meeting between the Village and Fehr Graham, it was requested that Fehr Graham provide a proposal for water main design for the Winnebago Highlands (Kasch Drive) loop. The project was approved at the January 21 Village Board meeting, and Fehr Graham continues to advance design efforts, utilizing LiDAR elevations as requested by Village staff.

Total Phase Value: \$7,950.00

Invoiced to Date: \$3,975

#26-322 PH02 Village of Winnebago Kasch Drive Water Main (IEPA Permitting) – IEPA required permitting with the State Historic Preservation Office (SHPO) was submitted with the required site exhibits and documentation.

Total Phase Value: \$1,950.00

Invoiced to Date: \$195.00

Please note, at the request of Dana Novinson with the Village, all engineering reports now include a breakdown of all phases for projects to aid in billing review. It is also worth noting 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). Those projects indicating an invoiced to date value of "N/A" have not yet had an invoice.

Respectfully Submitted,



Luke Ziegler
Staff Engineer

O:\Winnebago, Village of\26-125 - 2026 General Engineering\PA Final\PH05 Village Board_General Items\Village Engineer Reports\25-125 - Winnebago
2026-03-04 March Engineer Report.doc

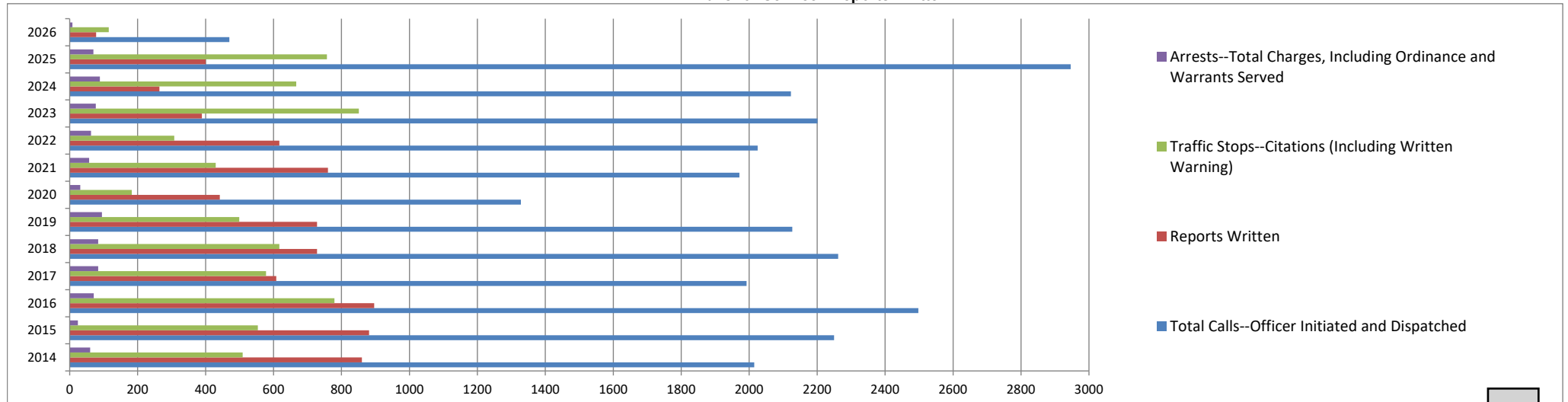
**Winnebago Police Department
2023/2024/2025/2026 Calls and Offenses**

Section 12. 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 2026	Total 2025	Total 2024	Total 2023
Aggravated Battery (including Agg. Domestic)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
Armed Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Assault (Includes Aggravated Offense)	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	2
Battery	0	0	0	0	0	0	0	0	0	0	0	0	0	4	2	7
Burglary/Burglary from Vehicle	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0
Criminal Damage to Property	0	0	0	0	0	0	0	0	0	0	0	0	0	9	8	8
Criminal Damage to State Supported Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
DUI Alcohol / Drugs Includes Agg. DUI	0	0	0	0	0	0	0	0	0	0	0	0	0	3	1	7
Disorderly Conduct	0	2	0	0	0	0	0	0	0	0	0	0	2	14	14	14
Fleeing to Elude (Aggravated)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	4
Domestic Trouble/Domestic Battery/OP Violation /Vio.Stalking Order	3	4	0	0	0	0	0	0	0	0	0	0	7	25	13	29
Hit and Run	0	0	0	0	0	0	0	0	0	0	0	0	0	1	4	2
Home Invasion	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0
ID Theft / Forgery / Decept. Prac.	4	0	0	0	0	0	0	0	0	0	0	0	4	7	9	11
Illegal Consumption / Minor in Possession of Alcohol	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Possession of Cannabis (Manu./Deliver)	0	0	0	0	0	0	0	0	0	0	0	0	0	1	4	8
Possession of Controlled Substance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
Possession of Drug Paraphernalia	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
Reckless Conduct	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Reckless Discharge of a Firearm	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Reckless / Negligent Driving	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	1
Residential Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Resisting Obstructing Peace Officer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	4
School Bus Arm Violation	2	2	0	0	0	0	0	0	0	0	0	0	4	0	0	2
Sexual Abuse/Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	2	1	0
Suicide Attempt / Threat of Suicide / Mental Health Call	0	3	0	0	0	0	0	0	0	0	0	0	3	13	25	28
Suspended/Revoked Driver's License/Registration	1	5	0	0	0	0	0	0	0	0	0	0	6	46	94	29
No Valid Driver's License	0	0	0	0	0	0	0	0	0	0	0	0	0	4	2	4
Theft of Vehicle (Recover Stolen)	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	2
Theft Over \$500 / Retail Theft	2	0	0	0	0	0	0	0	0	0	0	1	3	3	1	1
Theft Under \$500.00 / Retail Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	11	12	23
Unlawful Use of Weapon (Aggravated)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Violation of Bail Bond	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
Warrant Service	0	1	0	0	0	0	0	0	0	0	0	0	1	6	5	10

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

Calls for Service / Reports Written



Winnebago Police Department

Traffic Speed Sign Data: February 2026

Location	Average Speed	Max Speed	Car Count
N. Elida Street	26.27	71	150867
W. McNair Road	25.89	62	19072
Winnebago High School	17.83	25	898
Cunningham Road	32.11	68	56744
E. McNair Road	43.35	91	17135

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 12. Item #b.

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



Agenda Item Executive Summary

Item Name Code Enforcement Matter - Recreational Vehicle at 304-308 W. Winnebago Street Committee or Board Village Board

BUDGET IMPACT

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

EXECUTIVE SUMMARY

A complaint was received on January 12, 2026 regarding a recreational vehicle parked on a grass surface at 304-308 W. Winnebago Street. Code Enforcement Officer Aaron Moore confirmed the vehicle is not in compliance with the Village's Unified Development Ordinance, which requires recreational vehicles on residential properties to be parked on a paved surface and meet required setback standards.

The property owner and tenant were contacted and agreed the vehicle would be removed, but it remains on the property. A formal Notice of Violation was issued on February 4, 2026.

The tenant spoke during public comment at the March 4, 2026 Village Board meeting requesting an exception to allow the camper to remain. Staff do not have authority to grant exceptions to the ordinance.

Options include continued code enforcement, a variance or appeal filed by the property owner through the Zoning Board of Appeals, or a text amendment to the ordinance if the Board wishes to consider modifying the recreational vehicle parking standards.

ATTACHMENTS (PLEASE LIST)

Staff Memo

ACTION REQUESTED

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

MOTION:

Staff: Joseph Dienberg, Village Administrator Date: 3/18/2026

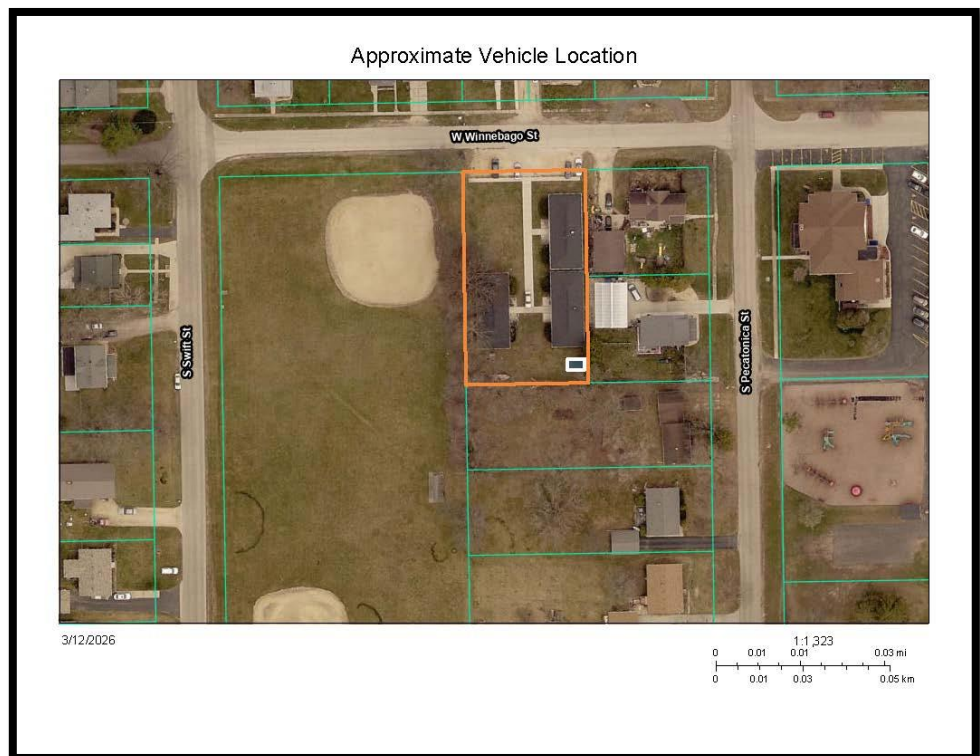


VILLAGE OF WINNEBAGO

MEMORANDUM

Prepared By: Joseph Dienberg
To: Village Board of Trustees
Date: March 18, 2026
Subject: Code Enforcement Matter – Recreational Vehicle at 304–308 W. Winnebago Street

Background: Questions have recently been raised regarding a recreational vehicle located at the property at 304–308 W. Winnebago Street, including discussion during public comment at the March 4, 2026 Village Board meeting. The individual who addressed the Board requested consideration of an exception to the Village’s ordinance requirements regarding the placement of the camper.



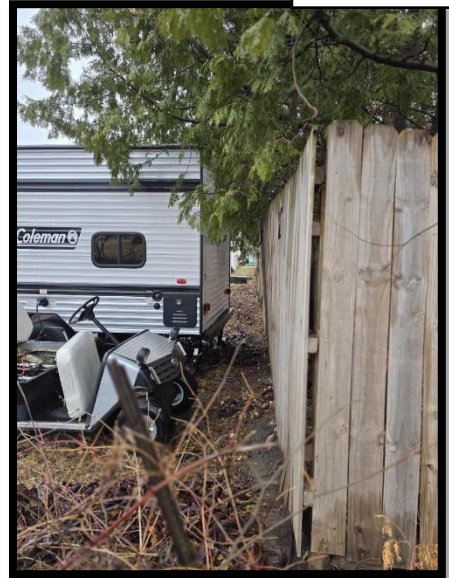
For clarification, the individual who spoke at the Board meeting is the tenant of the property, not the property owner. Under the Village’s Unified Development Ordinance and general code enforcement practice, responsibility for compliance rests with the property owner, although staff have communicated with both the owner and tenant in an effort to address the situation.

Complaint and Investigation: The Village office received an initial complaint on January 12, 2026, indicating that a recreational vehicle was parked at the rear of the property on a grass surface and that individuals may have been living in the vehicle. The complaint also referenced concerns regarding garbage around the camper and furniture placed at the curb for an extended period.

Code Enforcement Officer Aaron Moore investigated the complaint and confirmed that a recreational vehicle was located on the property in a manner that did not comply with the Village's Unified Development Ordinance.

Specifically, Article 12 of the Unified Development Ordinance regulates off-street parking requirements, including provisions allowing recreational vehicles on residential lots only when certain conditions are met, including that they be parked on a paved surface and meet required setbacks.

The recreational vehicle at this location was observed to be parked on grass rather than on a paved surface, which is the basis of the violation.



During the inspection, Mr. Moore did not observe evidence that the RV was connected to utilities or being actively occupied.

After a more detailed Staff Review, following the recent board meeting, it also appears that the camper may be in violation of the setback requirements in this article as it appears to encroach into required front and/or side yards, and is parked less than six (6) feet from the rear lot line.

Enforcement Timeline: Following the initial investigation, staff took the following steps.

- January 14, 2026: Code Enforcement Officer Moore contacted the property owner, who indicated that the RV would be removed.
- January 15, 2026: The tenant contacted Code Enforcement Officer Moore and a mutual understanding was reached that the RV would be removed within seven days.
- January 25, 2026: A follow-up inspection by the code enforcement officer determined that the RV had not been removed.
- February 4, 2026: A formal Notice of Violation was issued to the property owner citing the applicable section of the Unified Development Ordinance and providing a compliance deadline.

The RV remains on the property at this time, and no fines have been issued to date. Staff have also received ongoing inquiries from the original complainant regarding the status of the matter.

Ordinance Requirements: Article 12 of the Village's Unified Development Ordinance regulates the parking of recreational vehicles on residentially zoned properties. Under the ordinance, recreational vehicles exceeding 12,000 pounds may be parked on residential lots provided they:

- Do not encroach into required front or side yards,
- Are parked on a paved surface,
- and are parked no less than six (6) feet from the rear lot line.

The vehicle in question does not meet the paved surface requirement, which is the basis of the current violation. Additionally, it appears that the placement of the vehicle does not meet the rear and side yard setbacks. The property is zoned Two-Family Residential (District No. 2), which requires a 30-foot front yard and 12-foot interior side yard, pursuant to UDO Article 6, Table 6.1 – Area and Bulk Requirements.

Board Discussion on March 4: At the March 4 Village Board meeting, the tenant addressed the Board during public comment and requested that the camper be allowed to remain on the property. The request was framed as a desire for an exception to the ordinance requirement that the vehicle be parked on a paved surface. Under the current ordinance, staff do not have the authority to administratively waive the parking requirements.

Any modification to the ordinance requirements or relief from the standards must occur through the procedures established within the Unified Development Ordinance.

Procedural Options: If the individual wishes to pursue relief through the Village's zoning procedures, the following options exist under the Unified Development Ordinance:

Appeal by the Property Owner

The property owner may file an appeal through the Zoning Board of Appeals (ZBA) regarding the enforcement or interpretation of the Unified Development Ordinance as it applies to the property. This process requires submission of an application, payment of the applicable filing fee, public notice, and a public hearing before the Zoning Board of Appeals. Following the hearing, the ZBA would make a recommendation to the Village Board for final consideration.

Variance Request by the Property Owner

The property owner may apply for a variance through the Zoning Board of Appeals seeking relief from the specific ordinance standard. This process requires submission of an application, payment of the applicable filing fee, public notice, and a public hearing before the Zoning Board of Appeals. The Zoning Board of Appeals has final authority to grant or deny variance requests. Variances are statutorily evaluated based on whether a property demonstrates a unique hardship tied to the physical characteristics of the property amongst other statutory requirements.

Text Amendment Request by an Individual Petitioner

Any individual petitioner may request a text amendment to the Unified Development Ordinance if there is interest in modifying the standards governing recreational vehicle parking for all parcels in the village. For example, the ordinance could be amended to allow alternative surface types, such as gravel or other stabilized surfaces, rather than requiring pavement. This process requires submission of an application, payment of the required filing fee, public notice, and review by the Zoning Board of Appeals with a public hearing prior to a recommendation being made to the Village Board.

Text Amendment Initiated by the Village Board

The Village Board may also initiate a text amendment on its own motion. In this case, the matter would still be referred to the Zoning Board of Appeals for review and public hearing prior to consideration by the Village Board. Because the amendment would be Board-initiated, no application or filing fee would be required from a petitioner.

Continuation of Standard Enforcement: The Village may also proceed with continued enforcement of the existing ordinance. The Unified Development Ordinance authorizes the issuance of citations and fines where violations remain unresolved following notice.

Administrative Considerations: Code enforcement staff act on behalf of the Village Board to administer the ordinances that have been adopted by the Board. When enforcement action is initiated in accordance with the adopted ordinance, it is important that the process remain consistent and predictable.

If the Board wishes to consider modifying the standards contained within the ordinance, that discussion is best conducted through the formal amendment process rather than through case-by-case exceptions.

Staff will continue to proceed in accordance with the direction of the Village Board regarding how to move forward.



Agenda Item Executive Summary

Item Name A RESOLUTION APPROVING A TASK ORDER FOR
DESIGN ENGINEERING SERVICES FOR THE SWIFT
STREET WATER MAIN RECONSTRUCTION PROJECT Committee or Board Board

BUDGET IMPACT

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

EXECUTIVE SUMMARY

The Village Board previously approved a task order for design engineering services related to the Swift Street Water Main Reconstruction Project at its January 21, 2026 meeting. Village staff held a project kickoff meeting with Fehr Graham on February 6, 2026. Design work is currently underway by the Village Engineer. Upon completion of design, construction bids will be advertised and received, after which the Board will be asked to consider bid acceptance and authorization to proceed with construction.

This project will replace aging and outdated transite water main infrastructure along Swift Street, resolve long-standing hydraulic issues, and support the Village's broader effort to improve water system reliability and public health through phased investment in critical utility upgrades.

ATTACHMENTS (PLEASE LIST)

Available upon Receipt from Fehr Graham

ACTION REQUESTED

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

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

Staff: Joseph Dienberg, Village Administrator Date: 3/18/2026
Chad Insko, Director of Public Works



Agenda Item Executive Summary

Item Name MFT Westfield Project Bid Acceptance Committee or Board Board

BUDGET IMPACT

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

EXECUTIVE SUMMARY

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

The Village Board approved the engineering task order on August 21, 2024, and adopted Resolution 2025-03R on January 15, 2025, to formally approve the project as part of the 2025 MFT Program.

The project experienced delays due to required environmental studies. These studies have now been completed and cleared, and state approval is anticipated imminently. With regulatory clearance nearly finalized, the project is expected to move forward as soon as bid approvals are received. Once bids are opened and reviewed, they will be brought before the Village Board for formal acceptance, enabling construction to proceed.

ATTACHMENTS (PLEASE LIST)

Resolution 2025-03R, Fehr Graham Proposal & Agreement, IDOT MFT Estimate of Costs

ACTION REQUESTED

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

MOTION: I MOVE TO APPROVE THE ACCEPTANCE OF BIDS FOR THE WESTFIELD ROAD MFT PROJECT UPON COMPLETION OF THE BIDDING PROCESS AND SUBJECT TO FINAL STATE APPROVALS.

Staff: Chad Insko, Director of Public Works Date: 3/18/2026
Joseph Dienberg, Village Administrator



**Illinois Department
of Transportation**

Section 13. Item #c.

**Resolution for Maintenance
Under the Illinois Highway Code**

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

BE IT RESOLVED, by the President and Board of Trustees of the Village of Winnebago Illinois that there is hereby appropriated the sum of Three Hundred Thousand and 00/100 Dollars (\$300,000.00)

of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of Illinois Highway Code from

01/01/25 to 12/31/25
Beginning Date Ending Date

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

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

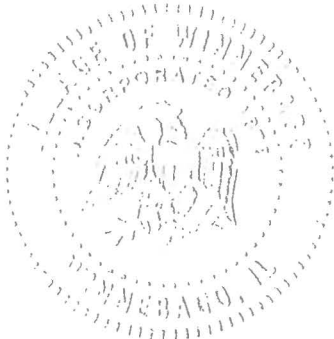
BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I Sally Jo Huggins Village Clerk in and for said Village Name of Clerk Local Public Agency Type Local Public Agency Type of Winnebago Name of Local Public Agency in the State of Illinois, and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the

President and Board of Trustees of Winnebago at a meeting held on 01/15/25 Governing Body Type Name of Local Public Agency Date

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

(SEAL, if required by the LPA)



Clerk Signature & Date

Sally Jo Huggins 1-15-2025

APPROVED

Regional Engineer Signature & Date
Department of Transportation



Local Public Agency General Maintenance

Submittal Type **Original**

Estimate of Maintenance Costs

District Estimate of Cost For

2 Municipality

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

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

Estimate of Maintenance Costs Summary

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

Estimated Maintenance Eng Costs Summary

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

Remarks

SUBMITTED

Local Public Agency Official Signature & Date

Franklin/Enty 11/15/2025

Title

Village President

County Engineer/Superintendent of Highways Signature & Date

APPROVED

Regional Engineer Signature & Date
Department of Transportation

Estimate of Maintenance Costs

Submittal Type

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



Maintenance Engineering to be
Performed by a Consulting Engineer

Local Public Agency

Village of Winnebago

County

Winnebago

Section Number

25-00000-00-GM

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

PRELIMINARY ENGINEERING shall include:

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

ENGINEERING INSPECTION shall include:

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

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

SCHEDULE OF FEES

Total of all Maintenance Operations:

☐ ≤ \$20,000 Base Fee

☒ > \$20,000 Base Fee = \$1,250.00

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

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

BY:

Local Public Agency Signature & Date

Frank J. Enbom 11/15/2025

Title

Village President

BY:

Consulting Engineer Signature & Date

Title

P.E. Seal & Date

Approved:

Regional Engineer, IDOT Signature & Date

August 23, 2024

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

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

Dear President Eubank,

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

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

SCOPE OF SERVICES

Topographic Survey

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

Westfield Culvert Replacement Design

Fehr Graham will prepare the following Final Engineering Services:

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

August 23, 2024
 President Frank Eubank – Village of Winnebago
 Village of Winnebago – Resh Farm Drainage Improvements
 Page 2

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

Bidding Documents and Services

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

EXCLUSIONS

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

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

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

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FEES

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

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

AUTHORIZATION

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

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

Sincerely,



Seth Gronewold, PE
Principal

SWG:jjja

Enclosures

- Site Exhibit
- Agreement for Professional Services

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AGREEMENT FOR PROFESSIONAL SERVICES

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

Description of Services:

Village of Winnebago – Resh Farm Drainage Study and Improvements

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

COST:

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

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

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

ACCEPTED AND AGREED TO:

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

CLIENT:

Signature

Name

Title

Date Accepted

CONSULTANT:

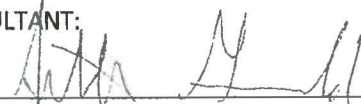
By

Name

Title

Date Proposed


Franklin J. Eubank, Jr.
Village President
9/9/24


Seth Gronewold, PE
Principal
August 23, 2024

24-1570

1. The Client requests the professional services of Fehr Graham hereinafter called "The Consultant" as described herein.
2. The Consultant agrees to furnish and perform the professional service described in this Agreement in accordance with accepted professional standards. Consultant agrees to provide said services in a timely manner, provided, however, that Consultant shall not be responsible for delays in completing said services that cannot reasonably be foreseen on date hereof or for delays which are caused by factors beyond his control or delays resulting from the actions or inaction of any governmental agency. Consultant makes no warranty, expressed or implied, as to his findings, recommendations, plans and specifications or professional advice except that they were made or prepared in accordance with the generally accepted engineering practices.
3. It is agreed that the professional services described in the Agreement shall be performed for Client's account and that Client will be billed monthly for said services. A 1½% per month service charge will be incurred by Client for any payment due herein and not paid within 30 days of such billing which is equal to an ANNUAL PERCENTAGE RATE OF 18%. Partial payments will be first credited to the accrued service charges and then to the principal.
4. The Client and the Consultant each binds himself, his partners, successors, executors, and assigns to the other party to this agreement and to the partners, successor, executors, and assigns of such other party in respect to this agreement.
5. The Client shall be responsible for payment of all costs and expenses incurred by the Consultant for his account, including any such monies that the Consultant may advance for Client's account for purposes consistent with this Agreement.
6. The Consultant reserves the right to withdraw this Agreement if not accepted within 30 days.
7. A claim for lien will be filed within 75 days of the date of an invoice for services (last day of services rendered) unless the account is paid in full or other prior arrangements have been made. All attorney fees incurred by the Consultant due to the filing of said lien or the foreclosure thereof shall be borne by the Client.

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

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

8. The Consultant shall present, for the consideration of the Client, engineering and technical alternatives, based upon its knowledge and experience in accordance with accepted professional standards, with selection of alternatives and final decisions as requested by the client to be the sole responsibility of the Client.
9. Construction Phase Activities (When applicable) - In connection with observations of the work of the Contractor(s) while it is in progress the Consultant shall make visits to the site at intervals appropriate to the various stages of construction as the Consultant deems necessary in Agreement to observe as an experienced and qualified design professional the progress and quality of the various aspects of the Contractor(s)'s work. Based on information obtained during such visits and on such observation, the Consultant shall endeavor to determine in general if such work is proceeding in accordance with the Contract Documents and the Consultant shall keep the Client informed of the progress of the work.

The purpose of the Consultant's visits to the site will be to enable the Consultant to better carry out the duties and responsibilities assigned to and undertaken by the Consultant during the Construction Phase, and, in addition, by exercise of the Consultant's efforts as an experienced and qualified design professional, to provide for the Client a greater degree of confidence that the completed work of the Contractor(s) will conform generally to the Contract Documents and that the integrity of the design concept as reflected in the Contract Documents has been implemented and preserved by the Contractor(s). The Consultant shall not, during such visits or as a result of such observations of Contractor(s)' work in progress, supervise, direct or have control over Contractor(s)' work nor shall the Consultant have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected by Contractor(s), for safety precautions and programs incident to the work of Contractor(s) or for any failure of Contractor(s) to comply with laws, rules, regulations, ordinances, codes, or orders applicable to Contractors(s) furnishing and performing their work. Accordingly, the Consultant can neither guarantee the performance of the construction contracts by Contractor(s) nor assume responsibility for Contractor(s)' failure to furnish and perform their work in accordance with the Contract Documents.
10. Estimates of Fees - When fees are on a time and material basis the estimated costs required to complete the services to be performed are made on the basis of the Consultant's experience, qualifications, and professional judgment, but are not guaranteed. If the costs appear likely to exceed the estimate in excess of 20%, the Consultant will notify the Client before proceeding. If the Client does not object to the additional costs within seven (7) days of notification, the increased costs shall be deemed approved by the Client.
11. The Consultant is responsible for the safety on site of his own employees. This provision shall not be construed to relieve the Client or the Contractor(s) from their responsibility for maintaining a safe work site. Neither the professional services of the Consultant, nor the presence of his employees or subcontractors shall be construed to imply that the Consultant has any responsibility for any activities on site performed by personnel other than the Consultant's employees or subcontractors.
12. Original survey data, field notes, maps, computations, studies, reports, drawings, specifications and other documents generated by the Consultant are instruments of service and shall remain the property of the Consultant. The Consultant shall provide copies to the Client of all documents specified in the Description of Services.

Any documents generated by the Consultant are for the exclusive use of the Client and any use by third parties or use beyond the intent 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.