VILLAGE OF WINNEBAGO

REGULAR BOARD MEETING AGENDA

Wednesday, January 07, 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 Board Trustees Meeting Minutes from December 17, 2025
   - **b.** *Approval of Public Hearing Minutes from December 17, 2025
   - **c.** *Approval of Invoices Presented for Payment $263,803.08
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. An Ordinance Authorizing the Acceptance of Credit and Debit Card Payments and Assigning All Associated Processing Fees to the User and Replacing, Revoking, and Superseding Ord. No. 2005-01 Previously Passed Pertaining to the Same.

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

15. NEW BUSINESS

16. UPCOMING MEETINGS

a. Board of Trustees Meeting: January 21, 2026

b. Committee of the Whole Meeting: January 21, 2026

17. ADJOURNMENT

Posted: January 05, 2026 at 9:30 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

The Board of Trustees of the Village of Winnebago met in person December 17, 2025, at 6:05 p.m. The link for the employees and the public to attend remotely was made available through GoToMeeting.

ROLL CALL: ACKERMAN –GRAHAM — LEFEVRE – MCKINNON - SPRINGER present
KIM - absent

Guests: Attorney Mary Gaziano, Village Administrator Joseph Dienberg, Public Works Director Chad Insko, Chief White, Lieutenant Nick Haff, Deputy Clerk Kellie Symonds, Treasurer Dana Novinson, Shannon DeWitt, Tamra Sanders, and Kyle Okubo

4. ROLL CALL & ESTABLISHMENT OF A QUORUM - A quorum was established.
5. MEETING GUIDELINES
6. DISCLOSURE OF ANY CONFLICT OF INTEREST - No conflict of interest was noted.
7. CHANGES TO THE AGENDA – None
8. PUBLIC COMMENT – No one from the public requested the opportunity to address the Board.
9. CONSENT AGENDA

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

   9a. Approval of Board Trustees Meeting Minutes of December 3, 2025

   9b. Approval of Invoices Presented for Payment - $20,361.85
10. PRESIDENT'S REPORT – No items to report
11. TREASURER'S REPORT – November Treasurer's Report was included in the packet.
12. DEPARTMENT HEAD REPORTS

    12a. Administrator Dienberg was provided in the packet.

    12b. The Police Department was included in the packet.
13. ACTION ITEMS

    a. A motion was made by MR. LEFEVRE seconded by MR. SPRINGER to adopt Resolution 2025-37R "<u>A Resolution Authorizing Execution of 9714 Cunningham Road Annexation Agreement".</u>
    Motion carried on a unanimous roll call vote of those present. Administrator Dienberg noted that Mr. DeWitt received a scam invoice for approximately $5,000.00. The President told Mr. DeWitt and Ms. Sanders they could stay or leave the meeting if they wished. Mr. DeWitt thanked the Board for all their effort on this matter. Then they departed from the Board room.

    b. A motion was made by MR. MCKINNON seconded by MR. LEFEVRE to adopt Ordinance 2025-25 "<u>An Ordinance to Effect a Zoning Map Amendment to Designate Zoning for the Property Located at 9714 Cunningham Road Annexed into the Village of Winnebago, Illinois".</u>
    Motion carried on a unanimous roll call vote of those present.

    c. A motion was made by MR. MCKINNON seconded by MR. LEFEVRE to adopt Resolution 2025-38R <u>"A Resolution Authorizing a Commodity Purchase for the Water Main Looping Project at Kasch Drive</u>".
    Motion carried on a unanimous roll call vote of those present. It was noted that these materials could be used for other projects if this looping project did not come to fruition. MR. ACKERMAN requested that when money is saved by doing a project in-house that the amount be included in the Executive Summary as justification for a future project.
14. EXECUTIVE SESSION (CLOSED SESSION) – pursuant to 5ILCS 120/2(c) – None needed.
15. NEW BUSINESS – None
16. UPCOMING MEETINGS

The next Board meeting will be held on January 7, 2026, at 6:00 pm, followed by the Committee of the Whole Meeting.

17. ADJOURNMENT

A motion was made by MR. LEFEVRE, seconded by MR. ACKERMAN, to adjourn at 6:16 p.m. The motion carried on a voice vote.

UNAPPROVED

Sally Jo Huggins, Village Clerk

The Board of Trustees of the Village of Winnebago held a Public Hearing to receive input on the annexation of the DeWitt property located at 9714 Cunningham Road December 17, 2025, at 5:55 p.m. with President Franklin J. Eubank, Jr. presiding.

ROLL CALL

TRUSTEES: ACKERMAN – GRAHAM – LEFEVRE – MCKINNON – SPRINGER present

Guests: Attorney Mary Gaziano, Village Administrator Joseph Dienberg, Public Works Director Chad Insko, Treasurer Dana Novinson, Deputy Clerk Kellie Symonds, Chief Jeff White, Lieutenant Nick Haff, Kyle Okubo, Shannon DeWitt, and Tamra Sanders.

Attorney Gaziano noted that all requisite notices were sent to the taxing bodies.

Mr. DeWitt explained that his mother has two horses, and it may be necessary that she live with him at some time in the future. He wondered if he could keep the horses on his property with the Limited Agricultural Zoning classification. He was told that it would be necessary for the Unified Development Ordinance to be amended or a Special Use granted.

There being no other public comment the Public Hearing was closed at 6:04 p.m.

APPROVED MARCH 19, 2025

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Sally Jo Huggins, Village Clerk

Warrant List

January 07, 2026

Board Meeting

Warrant List

Section 1: Invoices Presented for Approval - $264,803.08

Section 2: Invoices over $5,000 - $247,811.45

** Invoices are available for inspection and review**

SECTION 1:

WARRANT LIST

January 07, 2026

Invoices Presented

For Board Approval

Total Invoices: $264,803.08

VENDOR SET: 01 Village of Winnebago, IL
BANK: * ALL BANKS
DATE RANGE: 1/07/2026 THRU 1/07/2026

Section 9. Item #c.

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C-CHECK	VOID CHECK	V	1/07/2026			026970		

* * T O T A L S * *	NO			INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	0			0.00	0.00	0.00
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:	1	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: * TOTALS:	1	0.00	0.00	0.00
BANK: * TOTALS:	1	0.00	0.00	0.00

VENDOR SET: 01 Village of Winnebago, IL
BANK: AP AP BANK
DATE RANGE: 1/07/2026 THRU 1/07/2026

Section 9. Item #c.

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000552	ILLINOIS ENVIROMENTAL PROTECTI							
I-P22 PRJ: L171468	ILLINOIS ENVIROMENTAL PROTECTI	D	1/07/2026	48,969.92		002215		48,969.92
000052	A-FIRE EXTINGUISHER SALES & SE							
I-96633	10 EXT SERV @ 600 SOPER	R	1/07/2026	170.00		026962		
I-96634	7 EXT SERV - VHALL & POLICE	R	1/07/2026	306.50		026962		476.50
000717	ACE HARDWARE WINNEBAGO							
I-235	MISC HARDWARE / DIGITAL METER	R	1/07/2026	84.96		026963		
I-252	FASTENERS	R	1/07/2026	2.10		026963		
I-266	ELECTRICAL SUPPLIES FOR VH	R	1/07/2026	72.10		026963		
I-267	ELECTRICAL PARTS FOR VH	R	1/07/2026	15.98		026963		
I-269	EXTENSOIN CORD FOR VH	R	1/07/2026	8.99		026963		
I-277	OUTDOOR ELEC FOR VH	R	1/07/2026	67.56		026963		
I-286	MISC VALVE/COUPLINGS	R	1/07/2026	82.50		026963		
I-294	SCREW EYE 5/8	R	1/07/2026	4.59		026963		
I-298	PROPANE FILL	R	1/07/2026	29.00		026963		
I-299	PROPANE FILL	R	1/07/2026	71.55		026963		
I-309	FASTENERS	R	1/07/2026	17.34		026963		
I-321	FASTENERS	R	1/07/2026	3.29		026963		
I-325	FASTENERS	R	1/07/2026	8.99		026963		468.95
016055	AIRGAS USA, LLC D/B/A ENCOMPAS							
I-5520723473	RENTAL CYLINDERS NOV 2025	R	1/07/2026	38.40		026964		38.40
000075	AUTUMN SUPPLY							
I-017228	WHITE STRIPING PAINT	R	1/07/2026	169.89		026965		
I-017549	STREET SIGN POSTS	R	1/07/2026	2,884.80		026965		3,054.69
000108	BADGER METER INC							
I-80222553	BADGER METER INC	R	1/07/2026	1,173.25		026966		1,173.25
000117	BONNELL INDUSTRIES INC							
C-0224919-CM	CABLE ASSEMBLY, RETURNED	R	1/07/2026	385.37CR		026967		
I-0224371-IN	CONTROL HARNESS, MISC	R	1/07/2026	750.19		026967		
I-0224748-IN	1 TON & 3/4 TON TRUCK PLOWS	R	1/07/2026	946.00		026967		
I-0224829-IN	FLATBED SALT SPREADER TORNADO	R	1/07/2026	665.90		026967		1,976.72
000619	CIVICPLUS, LLC							
I-355215	WEB HOSTING & DOMAIN 2026	R	1/07/2026	4,234.60		026968		
I-355466	ANNUAL MEETING MGMT 2026	R	1/07/2026	4,549.47		026968		8,784.07
000100	CONSERV FS							
I-108027748	FUEL - AKROGOLD	R	1/07/2026	1,048.35		026969		
I-108027749	FUEL- DIESEL - DYED	R	1/07/2026	625.84		026969		
I-108027965	DIESEL - CLEAR	R	1/07/2026	840.55		026969		
I-108027966	AKROGOLD	R	1/07/2026	641.02		026969		
I-108028034	DIESEL - DYED	R	1/07/2026	370.89		026969		

VENDOR SET: 01 Village of Winnebago, IL

BANK: AP AP BANK

DATE RANGE: 1/07/2026 THRU 1/07/2026

Section 9. Item #c.

VENDOR	I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
	I-108028174	DIESEL - DYED	R	1/07/2026	371.31		026969		
	I-108028175	DIESEL - CLEAR	R	1/07/2026	835.89		026969		
	I-108028176	AKROGOLD	R	1/07/2026	967.40		026969		
	I-108028259	DIESEL - DYED	R	1/07/2026	370.45		026969		
	I-108028260	AKROGOLD	R	1/07/2026	563.30		026969		
	I-108028261	DIESEL -CLEAR	R	1/07/2026	337.85		026969		
	I-108028317	DIESEL - CLEAR	R	1/07/2026	704.39		026969		
	I-108028318	AKROGOLD	R	1/07/2026	252.98		026969		
	I-108028319	DIESEL - DYED	R	1/07/2026	255.36		026969		
	I-108028446	DIESEL CLEAR	R	1/07/2026	748.11		026969		
	I-108028447	AKROGOLD	R	1/07/2026	703.54		026969		
	I-166001548	DEF DIESEL EXH FLUID BULK	R	1/07/2026	441.72		026969		
	I-65207726	SUPREX BULK/POWER FLUID BULK	R	1/07/2026	1,115.50		026969		11,194.45
000083		FOUR RIVERS SANITATION AUTHORI							
	I-201	FULLER CREEK PH C PMT 15	R	1/07/2026	139,392.82		026971		139,392.82
000536		GILL'S FREEPORT DISPOSAL							
	I-24268361T087	GILL'S DEC STATEMENT	R	1/07/2026	19,250.56		026972		19,250.56
010634		HACH COMPANY							
	I-14794177	HACH COMPANY	R	1/07/2026	1,925.48		026973		1,925.48
000707		LAW OFFICES ANCEL GLINK, P.C.							
	I-115466	HIGHLANDS DEVELOPMENT	R	1/07/2026	375.00		026974		375.00
000668		LOCIS							
	I-50573	ONSITE TRAINING UB & TRAVEL	R	1/07/2026	640.00		026975		
	I-50677	ONSITE AP TRAINING & TRAVEL	R	1/07/2026	690.00		026975		1,330.00
000650		MCNEELY, ROBERT							
	I-202512232755	HOTEL REIMBURSEMENT	R	1/07/2026	95.93		026976		95.93
000731		MENARDS - CHERRY VALLEY							
	I-98995	MISC OFFICE SUPPLY/ PAPER PROD	R	1/07/2026	103.82		026977		
	I-99596	MISC STAPS, WIRE, CONNECTOR	R	1/07/2026	121.65		026977		225.47
000010		MERIDIAN IMPLEMENT COMPANY							
	I-01-218791	3 - B&S MOWER BLADES & FREIGHT	R	1/07/2026	101.70		026978		101.70
000835		MONROE TRUCK EQUIPMENT							
	I-5514204	FENDERS - 1 TON 2023 CHEVY	R	1/07/2026	381.47		026979		
	I-58261	PLOW PARTS	R	1/07/2026	2,653.53		026979		3,035.00

VENDOR SET: 01 Village of Winnebago, IL
BANK: AP AP BANK
DATE RANGE: 1/07/2026 THRU 1/07/2026

Section 9. Item #c.

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000299	MORTON SALT, INC.							
I-5403877865	BULK SALT RES 2025-31R	R	1/07/2026	4,016.08		026980		
I-5403894493	BULK SALT RES 2025-31R	R	1/07/2026	4,343.02		026980		
I-5403897763	BULK SALT RES 2025-31R	R	1/07/2026	2,150.53		026980		10,509.63
000035	NAPA AUTO PARTS							
I-689707	CHEVY 350 LITE SIGNAL	R	1/07/2026	97.98		026981		97.98
000298	PACE ANALYTICAL SERVICES, LLC							
I-257229334	FLOURIDE BY PROBE & PICK UP FE	R	1/07/2026	125.00		026982		
I-257237313	FLUORIDE BY PROBE	R	1/07/2026	125.00		026982		
I-257237347	LEAD TOTAL	R	1/07/2026	35.00		026982		
I-257237348	LEAD TOTAL, TURBIDITY CHECK	R	1/07/2026	87.50		026982		372.50
000051	POSTMASTER							
I-202512232756	JANUARY WATER BILLS	R	1/07/2026	750.00		026983		750.00
000590	PYROTECNICO FIREWORKS, INC.							
I-SO-C61109	PRE PAY 1/2 OF TOTAL	R	1/07/2026	9,710.00		026984		9,710.00
000422	ROCKFORD INFORMATION TECHNOLOG							
I-43273	SETUP TEMP INTERN ACCESS	R	1/07/2026	95.00		026985		
I-43378	CLOUD BACKUP DEC 2025	R	1/07/2026	60.00		026985		
I-43409	CLOUD BACKUP DEC 2025	R	1/07/2026	140.00		026985		
I-43410	REMOTE MONITOR & ANITVIRUS DEC	R	1/07/2026	127.00		026985		
I-43475	DUO SOFTWARE SUBSCRIPT DEC 25	R	1/07/2026	42.00		026985		
I-43604	PRINTER ISSUES UB	R	1/07/2026	25.00		026985		489.00
1	RODRIGUEZ, EDUARDO							
I-202512182753	US REFUND	R	1/07/2026	68.49		026986		68.49
000825	SULLIVAN'S FOODS							
C-CM 04302023	OVERPMT 04/2023 STATEMENT	R	1/07/2026	289.70CR		026987		
I-NOV 25 STATEMENT	SULLIVAN'S FOODS	R	1/07/2026	43.17		026987		
I-OCT 25 STATEMENT	SULLIVAN'S FOODS	R	1/07/2026	165.48		026987		
I-SEP 25 STATMENT	SULLIVAN'S FOODS	R	1/07/2026	83.06		026987		2.01
000067	UNITED LABORATORIES							
I-INV450194	CONTACT HAND SANITIZER	R	1/07/2026	305.30		026988		305.30
000698	VCNA PRAIRIE MATERIALS							
I-892326028	LIMESTONE, ICE CON CHIP 9.46 T	R	1/07/2026	107.37		026989		107.37

VENDOR SET: 01 Village of Winnebago, IL
BANK: AP AP BANK
DATE RANGE: 1/07/2026 THRU 1/07/2026

Section 9. Item #c.

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000623	WANLESS BROTHERS MOVING & STOR							
I-8904	DECEMBER 25 OFFSITE STORAGE	R	1/07/2026	100.00		026990		100.00
016047	WHITE, JEFF							
I-202512232757	FUEL REIMBURSEMENT SPRINGFIELD	R	1/07/2026	46.35		026991		46.35
000616	XEROX FINANCIAL SERVICES							
I-41287892	01/02/26 - 02/01/26 COPIERS	R	1/07/2026	375.54		026992		375.54

* * TOTALS * *	NO			INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	30			215,833.16	0.00	215,833.16
HAND CHECKS:	0			0.00	0.00	0.00
DRAFTS:	1			48,969.92	0.00	48,969.92
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:	31	264,803.08	0.00	264,803.08
BANK: AP TOTALS:	31	264,803.08	0.00	264,803.08
REPORT TOTALS:	31	264,803.08	0.00	264,803.08

SECTION 2:

WARRANT LIST

January 07, 2026

Invoices Over $5,000

$ 247,811.45

These invoices are included in the

Section 1 Warrant List

VENDOR SET: 01 Village of Winnebago, IL
BANK: AP AP BANK
DATE RANGE: 1/07/2026 THRU 1/07/2026

Section 9. Item #c.

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000552	ILLINOIS ENVIROMENTAL PROTECTI							
I-P22 PRJ: L171468	ILLINOIS ENVIROMENTAL PROTECTI	D	1/07/2026	48,969.92		002215		48,969.92
000619	CIVICPLUS, LLC							
I-355215	WEB HOSTING & DOMAIN 2026	R	1/07/2026	4,234.60		026968		
I-355466	ANNUAL MEETING MGMT 2026	R	1/07/2026	4,549.47		026968		8,784.07
000100	CONSERV FS							
I-108027748	FUEL - AKROGOLD	R	1/07/2026	1,048.35		026969		
I-108027749	FUEL- DIESEL - DYED	R	1/07/2026	625.84		026969		
I-108027965	DIESEL - CLEAR	R	1/07/2026	840.55		026969		
I-108027966	AKROGOLD	R	1/07/2026	641.02		026969		
I 108028034	DIESEL DYED	R	1/07/2026	370.89		026969		
I-108028174	DIESEL DYED	R	1/07/2026	371.31		026969		
I-108028175	DIESEL - CLEAR	R	1/07/2026	835.89		026969		
I-108028176	AKROGOLD	R	1/07/2026	967.40		026969		
I-108028259	DIESEL - DYED	R	1/07/2026	370.45		026969		
I-108028260	AKROGOLD	R	1/07/2026	563.30		026969		
I-108028261	DIESEL -CLEAR	R	1/07/2026	337.85		026969		
I-108028317	DIESEL - CLEAR	R	1/07/2026	704.39		026969		
I-108028318	AKROGOLD	R	1/07/2026	252.98		026969		
I-108028319	DIESEL - DYED	R	1/07/2026	255.36		026969		
I-108028446	DIESEL CLEAR	R	1/07/2026	748.11		026969		
I-108028447	AKROGOLD	R	1/07/2026	703.54		026969		
I-166001548	DEF DIESEL EXH FLUID BULK	R	1/07/2026	441.72		026969		
I-65207726	SUPREX BULK/POWER FLUID BULK	R	1/07/2026	1,115.50		026969		11,194.45
000083	FOUR RIVERS SANITATION AUTHORI							
I-201	FULLER CREEK PH C PMT 15	R	1/07/2026	139,392.82		026971		139,392.82
000536	GILL'S FREEPORT DISPOSAL							
I-24268361T087	GILL'S DEC STATEMENT	R	1/07/2026	19,250.56		026972		19,250.56
000299	MORTON SALT, INC.							
I-5403877865	BULK SALT RES 2025-31R	R	1/07/2026	4,016.08		026980		
I-5403894493	BULK SALT RES 2025-31R	R	1/07/2026	4,343.02		026980		
I-5403897763	BULK SALT RES 2025-31R	R	1/07/2026	2,150.53		026980		10,509.63
000590	PYROTECNICO FIREWORKS, INC.							
I-SO-C61109	PRE PAY 1/2 OF TOTAL	R	1/07/2026	9,710.00		026984		9,710.00

VENDOR SET: 01 Village of Winnebago, IL
BANK: AP AP BANK
DATE RANGE: 1/07/2026 THRU 1/07/2026

Section 9. Item #c.

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT

* * T O T A L S * *	NO			INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	6			198,841.53	0.00	198,841.53
HAND CHECKS:	0			0.00	0.00	0.00
DRAFTS:	1			48,969.92	0.00	48,969.92
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:	7	247,811.45	0.00	247,811.45
BANK: AP TOTALS:	7	247,811.45	0.00	247,811.45
REPORT TOTALS:	7	247,811.45	0.00	247,811.45

Agenda Item Executive Summary

Item Name	AN ORDINANCE AUTHORIZING THE ACCEPTANCE OF CREDIT AND DEBIT CARD PAYMENTS AND ASSIGNING ALL ASSOCIATED PROCESSING FEES TO THE USER AND REJPLACING, REVOKING, AND SUPERSEDING ORDINANCE NO. 2005-01 PREVIOUSLY PASSED PERTAINING TO THE SAME	Board	Board

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

EXECUTIVE SUMMARY

The attached ordinance repeals and replaces Ordinance No. 05-01, originally adopted in 2005, which authorized the Village of Winnebago to accept credit card payments. Since that time, payment processing practices and fee structures have evolved, resulting in variable transaction-based fees assessed to the Village by financial institutions and third-party processors.

This ordinance authorizes the Village to continue accepting credit and debit card payments for authorized obligations, while assigning the full actual processing cost of each transaction directly to the user who elects to pay by card. The ordinance ensures that the Village does not absorb or subsidize processing fees, requires full disclosure of such fees prior to transaction completion, and complies with the Local Governmental Acceptance of Credit Cards Act (50 ILCS 345/1 et seq.).

The ordinance also directs the Treasurer to take the necessary steps to implement the fee assignment, including system configuration, coordination with payment processors, and public notice. Implementation is required no later than May 1, 2026, or as soon thereafter as administratively practicable. Alternative payment methods that do not incur processing fees, such as ACH, cash, or check, will remain available where feasible.

ATTACHMENTS (PLEASE LIST)

Ordinance

ACTION REQUESTED

☐For Discussion Only

☐Resolution

☒Ordinance

☒Motion:

MOTION: I MOVE TO APPROVE ORDINANCE 2026-__, AN ORDINANCE AUTHORIZING THE ACCEPTANCE OF CREDIT AND DEBIT CARD PAYMENTS AND ASSIGNING ALL ASSOCIATED PROCESSING FEES TO THE USER.

Staff:	Joseph Dienberg	Date:	1/7/2025

ORDINANCE NO. 2026-__

AN ORDINANCE AUTHORIZING THE ACCEPTANCE OF CREDIT AND DEBIT CARD PAYMENTS AND ASSIGNING ALL ASSOCIATED PROCESSING FEES TO THE USER AND REPLACING, REVOKING, AND SUPERSEDING ORDINANCE NO. 2005-01 PREVIOUSLY PASSED PERTAINING TO THE SAME

WHEREAS, the Village of Winnebago previously adopted Ordinance No. 05-01 entitled *"An Ordinance Authorizing Acceptance of Credit Card Payments by Village"* on March 7, 2005, authorizing the acceptance of credit card payments for authorized obligations to the Village; and

WHEREAS, pursuant to the Local Governmental Acceptance of Credit Cards Act, 50 ILCS 345/1 et seq., a municipality may accept credit and debit card payments and may impose a convenience fee or surcharge related to such transactions, subject to disclosure and statutory requirements; and

WHEREAS, since adoption of Ordinance No. 05-01, payment processing practices, fee structures, and third-party service provider models have evolved, resulting in variable transaction-based fees assessed directly to the Village by financial institutions and payment processors; and

WHEREAS, the Village Board of Trustees finds that it is in the best interest of the Village, its taxpayers, and the efficient administration of government to ensure that the actual costs incurred by the Village for processing credit and debit card payments are borne by the user electing to utilize such payment method, rather than absorbed by the Village; and

WHEREAS, the Village Board of Trustees desires to repeal and replace Ordinance No. 05-01 in its entirety to clarify that users shall be responsible for the full actual processing fee charged to the Village for each applicable transaction.

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

SECTION I – REPEAL OF ORDINANCE 05-01

Ordinance No. 05-01, "An Ordinance Authorizing Acceptance of Credit Card Payments by Village," adopted March 7, 2005, is hereby repealed in its entirety.

SECTION II – ACCEPTANCE OF CREDIT AND DEBIT CARD PAYMENTS

In accordance with the Local Governmental Acceptance of Credit Cards Act, 50 ILCS 345/1 et seq., the Village of Winnebago is hereby authorized to accept credit card and debit card payments for authorized obligations to the Village for which the Village is authorized and equipped to receive payment, including but not limited to utility bills, parking tickets, permits, licenses, fines, fees, and Village-sponsored events, upon entering into a contractual relationship with a financial institution or payment processing service provider.

SECTION III – ASSIGNMENT OF PROCESSING FEES TO USER

A. A convenience fee or surcharge shall be imposed on the user each time a credit card or debit card is utilized to make payment of an obligation to the Village of Winnebago.

B. Such convenience fee or surcharge shall be equal to the full actual processing fee charged to the Village by the financial institution, credit card company, or third-party service provider for the specific transaction, inclusive of any percentage-based fees, flat fees, or other transaction-related charges assessed to the Village.

C. The Village shall not markup, round, or otherwise modify the amount of the processing fee beyond the actual fee imposed by the payment processor.

D. The Village shall fully disclose the amount of any convenience fee or surcharge to the user prior to completion of the transaction, in compliance with applicable law and payment network requirements.

SECTION IV – IMPLEMENTATION

A. The Treasurer or her designees are hereby authorized and directed to take all actions necessary to implement the provisions of this Ordinance, including coordination with the Village's credit card and payment processing service providers, configuration of payment systems, and public notice to users.

B. Implementation of the assignment of credit and debit card processing fees to the user, as provided herein, shall occur no later than May 1, 2026, or as soon thereafter as administratively practicable, provided that all required disclosures and system configurations are in place.

C. The Village shall provide reasonable advance notice to users prior to implementation and shall continue to offer alternative payment methods that do not incur processing fees, including but not limited to ACH payments, cash, or check, where available.

SECTION V – SEVERABILITY

If any provision of this Ordinance is held invalid or unenforceable, such invalidity shall not affect the other provisions of this Ordinance.

SECTION VI – EFFECTIVE DATE

This Ordinance shall be in full force and effect after its passage, approval, and publication in pamphlet form as required by law.

APPROVED this ______ day of ____________, 2026

____
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: ________________