VILLAGE OF WINNEBAGO

COMMITTEE OF THE WHOLE

February 18, 2026 at 6:05 PM

108 West Main Street and Virtually

©

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

   Discussion and Vote to Allow an Absent Trustee to Vote By Phone or Other Allowable Means.
6. **PUBLIC COMMENT**

   Each speaker is limited to three (3) minutes. A maximum of thirty (30) minutes shall be generally allowed for public comment at each meeting.
7. **APPROVAL OF MINUTES**
   a. Approval of Committee of the Whole Meeting Minutes from February 04, 2026
8. **DISCUSSION**
   a. Draft Appropriation Ordinance - First Reading
   b. CY 2026 Budget Review Operations & Maintenance and Motor Fuel Tax Funds
   c. Comprehensive Plan Request for Proposal Discussion
9. **EXECUTIVE SESSION (CLOSED SESSION) Pursuant to 5ILCS 120/2(c)**
10. **NEW BUSINESS**
11. **ADJOURNMENT**

Posted: February 11, 2026, at 2:15 p.m. at 108 W. Main Street, Winnebago, IL
and online at www.villageofwinnebago.com Tel 815.335.2020 **|** Fax 815.415-8491

The Committee of the Whole of the Village of Winnebago was held on February 04, 2026, at 6:49 p.m. with President Franklin J. Eubank, Jr. presiding. The link for the employees and the public to attend remotely was made available through GoToMeeting.

ROLL CALL

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

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

4. ESTABLISHMENT OF A QUORUM – A quorum was established.
5. MEETING GUIDELINES
6. PUBLIC COMMENT – No one requested the opportunity to address the Board.
7. APPROVAL OF MINUTES
   a. A motion was made by MR. MCKINNON, seconded by MR. KIM to accept the minutes of the January 21, 2026, meeting as presented. Motion carried on a voice vote.
8. DISCUSSION
   a. The Board discussed the budget for the General, Police, and Public Works funds. Administrator Dienberg thanked Chief White, Director Insko, and Treasurer Novinson for their help in preparing these budgets.
      There were questions about Lexipol for Admin because of the cost, the cost of elected officials, the cost of animal services, and where fine money goes.
      Mr. Insko noted the cost of Street lighting is going up, and the income has gone down because of solar, etc.
      Mr. Dienberg noted his plans for the 2027 budget is for it to be completed by Thanksgiving of 2026.
   b. The preliminary draft of the Request for Proposal for the Comprehensive Plan and UDO is open.
9. EXECUTIVE SESSION pursuant to 5ILCS 120/2(c) – None needed.
10. NEW BUSINESS
11. ADJOURNMENT
    A motion was made by MR. LEFEVRE, seconded by MR. KIM to adjourn at 7:59 p.m. Motion carried on a voice vote.

UNAPPROVED

____

Sally Jo Huggins, Village Clerk

Agenda Item Executive Summary

Item Name	2026 Appropriations	Committee or Board	Committee

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

EXECUTIVE SUMMARY

The Village of Winnebago is presenting its annual Appropriations Ordinance for approval, which establishes the legal spending authority for all municipal funds in the upcoming fiscal year. This ordinance includes nearly $6,300,000.00 in municipal spending, covering essential services, capital projects, and operational costs across multiple funds, including but not limited to the General Fund, Community Development Fund, and Operations & Maintenance Fund. While the ordinance sets the maximum legal spending authority, the Village is permitted to expend up to 125% of each line item if necessary. However, this flexibility is for unforeseen expenditures/emergencies or additional revenues and is not intended to be utilized in normal operations. The Village remains committed to prudent financial management, ensuring that expenditures remain within reasonable and responsible limits.

The appropriations process is not just a financial exercise; it is a statement of the Village's priorities and a reflection of the community's needs and goals. It ensures that resources are allocated to support public safety, infrastructure improvements, economic development, and core municipal services while maintaining fiscal responsibility. Through careful planning and multiple review sessions, the Village Board has worked to align spending with long-term sustainability and community growth.

ATTACHMENTS (PLEASE LIST)

Draft Appropriations Ordinance

ACTION REQUESTED

☒For Discussion Only

☐Resolution

☒Ordinance

☒Motion:

MOTION: I MAKE A MOTION TO APPROVE ORDINANCE 2026-___, 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

Staff:	Joey Dienberg, Village Administrator Dana Novinson, Village Treasurer	Date:	2/18/2026

ORDINANCE NO. 2026-__

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

BE IT ORDAINED by the President and Board of Trustees of the Village of Winnebago, Winnebago County, Illinois:

SECTION 1: The following sums of money, or as much thereof as may be authorized by law, as may be needed or deemed necessary to defray all expenses and liabilities of the Village, be and are appropriated for the Corporate purpose and objects of said Village hereinafter specified for the fiscal year commencing on the 1st day of January, 2026, and ending on the 31st day of December 2026.

SECTION 2: The appropriation herein made for any purpose shall be regarded as the maximum amounts to be expended under the respective appropriation accounts and shall not be construed as a commitment, agreement, obligation, or liability of the Village of Winnebago, and such appropriation is subject to further approval as to expenditure thereof by the Village Board of Trustees.

SECTION 3: The amount appropriated for each object and purpose shall be as follows, with these immediately following pages containing such listing:

SECTION 4: If any section, subdivision, or sentence of this ordinance shall for any reason be held invalid or unconstitutional, such decision shall not affect the validity of the remaining portion of the ordinance.

SECTION 5: A certified copy of this ordinance shall be filed with the County Clerk within thirty (30) days after adoption.

SECTION 6: This ordinance shall be in full force and effect after its passage, approval, and publication, as provided by law.

APPROVED this ______ day of ____________, 2026, pursuant to a roll call vote by the Board of Trustees of the Village of Winnebago, Winnebago County, Illinois.

AYES:	**NAYS:**
______________________________	______________________________
______________________________	______________________________
______________________________	______________________________
______________________________	______________________________
______________________________	______________________________
______________________________	______________________________

ABSENT:
____
____
____

APPROVED this ______ day of ____________, 2026

____
Franklin J. Eubank, Jr., President of the Board of Trustees
of the Village of Winnebago, Illinois

ATTEST:

________________________________ (seal)
Sally Jo Huggins, Village Clerk

PASSED: _________________

APPROVED: _________________

FILED: _________________

2026 Appropriation Summary

	Fund	Appropriation
01	General Fund	3,114,598.75
15	Motor Fuel Tax Fund	612,500.00
17	Community Development Fund	390,707.84
24	Strategic Reserves Fund	37,500.00
51	Operations & Maintenance Fund	3,678,961.34
90	Village Events (4th of July) Fund	29,375.00
	Total Appropriation	**7,863,642.93**

Fund 01	DEPT 41 ADMIN	Budget	Appropriation
01- 41-421	OFFICE SALARIES		-
01- 41-426	DEPUTY CLERK	52,070.03	65,087.54
01- 41-427	TREASURER	57,330.00	71,662.50
01- 41-429	VILLAGE ADMINISTRATOR	33,999.97	42,499.96
01- 41-431	ELECTED OFFICIALS	33,600.00	42,000.00
01- 41-451	HEALTH INSURANCE	20,000.00	25,000.00
01- 41-452	HEALTH INS. DEDUCTIBLE REIMBUR	2,000.00	2,500.00
01- 41-453	IDES/UNEMPLOYMENT INSURANCE	475.00	593.75
01- 41-461	ADM SOCIAL SECURITY	10,974.00	13,717.50
01- 41-463	ADM MEDICARE	2,566.50	3,208.13
01- 41-465	IMRF BENEFITS	13,575.90	16,969.88
01- 41-512	OFFICE & COMPUTER EQUIPMENT	5,000.00	6,250.00
01- 41-521	WINGIS	2,000.00	2,500.00
01- 41-529	IT SERVICES	14,000.00	17,500.00
01- 41-530	PROFESSIONAL FEES~~/MISC~~	11,000.00	13,750.00
01- 41-531	AUDIT	28,700.00	35,875.00
01- 41-532	ENGINEERING	6,200.00	7,750.00
01- 41-533	LEGAL	27,500.00	34,375.00
01- 41-XXX	LEXIPOL	9,000.00	11,250.00
01- 41-551	POSTAGE	1,000.00	1,250.00
01- 41-552	TELEPHONE & INTERNET	5,500.00	6,875.00
01- 41-554	PUBLISHING/ADVERTISMENTS	750.00	937.50
01- 41-560	EMPLOYEE WELFARE	750.00	937.50
01- 41-561	DUES/MEMBERSHIPS/SUBSCRIP	1,950.00	2,437.50
01- 41-562	TRAVEL EXPENSES	1,300.00	1,625.00
01- 41-563	TRAINING/TUITION	3,210.00	4,012.50
01- 41-564	CONFERENCES	6,410.00	8,012.50
01- 41-565	CIVIC WEBSITE	8,800.00	11,000.00
01- 41-566	CODIFICATION OF ORDINANCES	25,000.00	31,250.00
01- 41-593	EQUIP/SOFTWARE MAINT/LEASE	28,000.00	35,000.00
01- 41-594	IML/RENEWAL CONTRIBUTION	10,600.00	13,250.00

01-	41-653	BUILDING WATER USAGE	400.00	500.00
01-	41-658	MISC. EXPENSES	300.00	375.00
01-	41-659	OFFICE EXPENSE	6,500.00	8,125.00
01-	41-660	PRINTING	500.00	625.00
01-	41-661	OFFICE MAINTENANCE	4,000.00	5,000.00
01-	41-702	PROPERTY TAX REFUNDS	950.00	1,187.50
01-	41-832	CONTINGENCY	45,621.90	57,027.38
01-	41-950	Bank Fees	300.00	375.00
				-
	TOTAL GENERAL ADMINISTRATIVE		527,455.20	659,319.00

Fund 01		DEPT 42 PUBLIC WORKS	Budget	Appropriation
01-	42-423	PART-TIME WAGES	2,984.31	3,730.39
01-	42-424	SUPERVISOR STREETS/FLEETS	75,058.82	93,823.53
01-	42-428	PUBLIC WORKS WAGES	111,956.87	139,946.09
01-	42-451	HEALTH INSURANCE	24,000.00	30,000.00
01-	42-452	HEALTH INS. DEDUCTIBLE REIMBUR	3,000.00	3,750.00
01-	42-453	IDES/UNEMPLOYMENT INSURANCE	330.00	412.50
01-	42-461	ADM SOCIAL SECURITY	11,780.00	14,725.00
01-	42-463	ADM MEDICARE	2,755.00	3,443.75
01-	42-465	IMRF BENEFITS	14,573.00	18,216.25
01-	42-470	Uniforms	1,500.00	1,875.00
01-	42-511	MAINT. SERVICE-BUILDING	20,000.00	25,000.00
01-	42-512	OFFICE & COMPUTER EQUIPMENT	2,500.00	3,125.00
01-	42-513	MAINT. SERVICE-VEHICLES	15,000.00	18,750.00
01-	42-514	MAINT. SERVICE-STREET	95,000.00	118,750.00
01-	42-515	MAINT. SERVICE-SIDEWALKS	50,000.00	62,500.00
01-	42-518	MAINT. SERVICE -EQUIPMENT	20,000.00	25,000.00
01-	42-XXX	MAINT. SERVICE -GROUNDS	4,000.00	5,000.00
01-	42-520	STREET PROJECT	300,000.00	375,000.00
01-	42-521	WINGIS	0.00	-
01-	42-529	IT SERVICES	500.00	625.00
01-	42-530	PROFESSIONAL FEES/MISC	1,200.00	1,500.00
01-	42-532	ENGINEERING	10,000.00	12,500.00
01-	42-XXX	STREET PROJECT - ENGINEERING	30,000.00	37,500.00
01-	42-535	TREE REMOVAL/TRIMMING	10,000.00	12,500.00
01-	42-552	TELEPHONE & INTERNET	4,000.00	5,000.00
01-	42-XXX	DUES/MEMBERSHIPS/SUBSCRIP	0.00	-
01-	42-576	COM ED / STREET LIGHTS	46,000.00	57,500.00
01-	42-593	EQUIP/SOFTWARE MAINT/LEASE	13,800.00	17,250.00
01-	42-594	IML/RENEWAL CONTRIBUTION	2,500.00	3,125.00
01-	42-599	STORM WATER MAINTENANCE	8,000.00	10,000.00
01-	42-651	OPERATING SUPPLIES/MISC. EXPEN	16,000.00	20,000.00

01-	42-655	FUEL/GREASE/OIL	300.00	375.00
01-	42-659	OFFICE SUPPLIES	500.00	625.00
01-	42-830	SMALL EQUIP. PURCH OR RENTAL	7,500.00	9,375.00
01-	42-831	LARGE EQUIP. PURCHASE-FIXED AS	20,000.00	25,000.00
				-
	TOTAL STREET DEPARTMENT		952,238.00	1,190,297.50

Fund 01		DEPT 43 POLICE	Budget	Appropriation
01-	43-422	POLICE CHIEF	114,419.76	143,024.70
01-	43-423	PART-TIME OFFICERS	11,663.40	14,579.25
01-	43-424	FULL-TIME OFFICERS	366,003.00	457,503.75
01-	43-425	POLICE OVERTIME	15,000.00	18,750.00
01-	43-427	SCHOOL RESOURCE OFFICER	83,013.84	103,767.30
01-	43-451	HEALTH INSURANCE	142,000.00	177,500.00
01-	43-452	HEALTH INS. DEDUCTIBLE REIMBUR	4,000.00	5,000.00
01-	43-453	IDES/UNEMPLOYMENT INSURANCE	1,055.00	1,318.75
01-	43-461	ADM SOCIAL SECURITY	36,828.00	46,035.00
01-	43-463	ADM MEDICARE	8,613.00	10,766.25
01-	43-465	IMRF BENEFITS	45,559.80	56,949.75
01-	43-470	QUARTERMASTER/UNIFORMS	6,500.00	8,125.00
01-	43-471	VESTS	1,000.00	1,250.00
01-	43-512	OFFICE & COMPUTER EQUIPMENT	5,000.00	6,250.00
01-	43-513	IGA-RECORDS MANAGEMENT SFTWRE	5,630.00	7,037.50
01-	43-514	A/V COMMUNICATIONS	24,000.00	30,000.00
01-	43-516	POLICE GARAGE MAINTENANCE	2,000.00	2,500.00
01-	43-520	SQUAD CAR MAINTENANCE (ALL)	10,000.00	12,500.00
01-	43-521	WINGIS	0.00	-
01-	43-529	IT SERVICES	2,200.00	2,750.00
01-	43-530	PROFESSIONAL FEES/MISC.	600.00	750.00
01-	43-531	911 DISPATCH SERVICES	21,500.00	26,875.00
01-	43-533	LEGAL	12,000.00	15,000.00
01-	43-534	LEXIPOL	5,400.00	6,750.00
01-	43-540	NEW HIRE PHYSICAL/PSYCH EXAMS	1,500.00	1,875.00
01-	43-551	POSTAGE	250.00	312.50
01-	43-552	TELEPHONE & INTERNET	3,800.00	4,750.00
01-	43-553	CELL PHONES	4,400.00	5,500.00
01-	43-561	DUES/MEMBERSHIPS/SUBSCRIP	560.00	700.00
01-	43-562	TRAVEL EXPENSES	350.00	437.50
01-	43-563	TRAINING/TUITION	8,000.00	10,000.00
01-	43-593	EQUIP/SOFTWARE MAINT/LEASE	5,400.00	6,750.00
01-	43-594	IML/RENEWAL CONTRIBUTION	33,000.00	41,250.00
01-	43-653	POLICE GARAGE WATER USAGE	250.00	312.50
01-	43-655	FUEL/GREASE/OIL	18,000.00	22,500.00

01-	43-658	MISC. EXPENSES	1,500.00	1,875.00
01-	43-659	OFFICE SUPPLIES	300.00	375.00
01-	43-660	PRINTING	300.00	375.00
01-	43-830	SMALL EQUIP. PURCH OR RENTAL	10,150.00	12,687.50
01-	43-831	LARGE EQUIP. PURCH-FIXED ASSET	0.00	-
01-	43-950	Bank Fees	120.00	150.00
				-
	TOTAL POLICE		1,011,985.80	1,264,982.25
				-
	TOTAL GENERAL FUND EXPENDITURES		2,491,679.00	3,114,598.75

	Fund 15	**MFT EXPENSE**	**Budget**	**Appropriation**
15-	46-502	ENGINEERING - MFT	65,000.00	81,250.00
15-	46-850	MFT ROAD PROJECT	425,000.00	531,250.00
				-
	TOTAL MOTOR FUEL EXPENDITURES		490,000.00	612,500.00
				-
				-
				-

	Fund 17	**COMMUNITY DEVEL. EXPENSE**	**Budget**	**Appropriation**
17-	47-421	OFFICE SALARIES	26,475.00	33,093.75
17-	47-422	CODE ENFORCEMENT OFFICER	12,480.00	15,600.00
17-	47-423	BUILDING INSPECTOR	13,000.00	16,250.00
17-	47-424	ELECTRICAL INSPECTOR	4,725.00	5,906.25
17-	47-429	VILLAGE ADMINISTRATOR	32,999.97	41,249.96
17-	47-450	CODE ENFORCEMENT FINE COSTS	0.00	-
17-	47-451	HEALTH INSURANCE	11,000.00	13,750.00
17-	47-452	HEALTH INS. DEDUCTIBLE REIMBUR	750.00	937.50
17-	47-453	IDES/UNEMPLOYMENT INSURANCE .0075	225.00	281.25
17-	47-461	ADM SOCIAL SECURITY	3,980.40	4,975.50
17-	47-463	ADM MEDICARE	930.90	1,163.63
17-	47-465	IMRF BENEFITS	3,400.00	4,250.00
17-	47-512	OFFICE & COMPUTER EQUIPMENT	250.00	312.50
17-	47-529	IT SERVICES	350.00	437.50
17-	47-530	PROFESSIONAL FEES	5,000.00	6,250.00
17-	47-532	ENGINEERING	8,000.00	10,000.00
17-	47-533	LEGAL	13,000.00	16,250.00
17-	47-XXX	ENGINEERING - ESCROW REIMBURSABLE	0.00	-
	47-XXX	POSTAGE	200.00	250.00
	47-XXX	PUBLISHING/ADVERTISMENTS	2,000.00	2,500.00
17-	47-561	DUES/MEMBERSHIPS/SUBSCRIP	3,000.00	3,750.00
17-	47-576	COM ED **	2,200.00	2,750.00
17-	47-593	EQUIP/SOFTWARE MAINT/LEASE	3,800.00	4,750.00

17-	47-658	MISC. EXPENSES	500.00	625.00
17-	47-659	OFFICE SUPPLIES	0.00	-
17-	47-660	PRINTING	3,800.00	4,750.00
17-	47-701	COMMUNITY DEVELOPMENT	100,000.00	125,000.00
17-	47-800	Maintenance Service Parks	3,500.00	4,375.00
17-	47-900	PRESIDENTIAL CONTINGENCY	1,200.00	1,500.00
17-	47-911	COMMUNITY EXPENSES	1,400.00	1,750.00
17-	47-912	COMMUNITY PROJECTS	0.00	-
17-	47-950	Bank Fees/Charges	0.00	-
17-	47-959	TRANSFER OUT	40,000.00	50,000.00
17-	47-998	Development Escrow Refund	1,400.00	1,750.00
				-
	TOTAL COMMUNITY DEVELOPMENT EXPENDITURES		312,566.27	390,707.84
				-
				-
				-

Fund 24		STRATEGIC RESERVES EXPENSE	Budget	Appropriation
				-
24-	45-530	PROFESSIONAL FEES	30,000.00	37,500.00
	TOTAL EXPENDITURES		30,000.00	37,500.00
				-
				-

Fund 51		O & M EXPENSE	Budget	Appropriation
51-	44-421	OFFICE SALARIES	80,273.06	100,341.33
51-	44-423	PART-TIME WAGES	6,963.39	8,704.24
51-	44-426	DIRECTOR PUBLIC WORKS	85,814.82	107,268.53
51-	44-428	PUBLIC WORKS WAGES	107,948.73	134,935.91
51-	44-429	VILLAGE ADMINISTRATOR	33,000.00	41,250.00
51-	44-451	HEALTH INSURANCE	25,000.00	31,250.00
51-	44-452	HEALTH INS. DEDUCTIBLE REIMBUR	3,000.00	3,750.00
51-	44-453	IDES/UNEMPLOYMENT INSURANCE	650.00	812.50
51-	44-461	ADM SOCIAL SECURITY	19,468.00	24,335.00
51-	44-463	ADM MEDICARE	4,553.00	5,691.25
51-	44-465	IMRF BENEFITS x .0837	24,083.80	30,104.75
51-	44-470	Uniforms	1,500.00	1,875.00
51-	44-512	OFFICE & COMPUTER EQUIPMENT	7,000.00	8,750.00
51-	44-519	MAINTENANCE SERVICE - EQUIPTME	35,000.00	43,750.00
51-	44-521	WINGIS	2,000.00	2,500.00
51-	44-529	IT SERVICES	1,500.00	1,875.00
51-	44-530	PROFESSIONAL FEES/MISC	1,500.00	1,875.00
51-	44-XXX	WATER UPGRADE ENGINEERING	75,000.00	93,750.00
51-	44-532	ENGINEERING	35,000.00	43,750.00
51-	44-533	CELLULAR METER MONTHLY FEES	17,000.00	21,250.00
51-	44-534	LEGAL	2,000.00	2,500.00

51-	44-540	PRE-EMPLOYMENT PHYSICAL	340.00	425.00
51-	44-541	METER UPGRADE	10,000.00	12,500.00
51-	44-542	WATER UPGRADE	950,000.00	1,187,500.00
51-	44-543	ALARM SYS./TELEPHONE/INTERNET	8,500.00	10,625.00
51-	44-544	IEPA LOAN -WATER TOWER	98,000.00	122,500.00
51-	44-551	POSTAGE	11,000.00	13,750.00
51-	44-552	CELL PHONES	2,500.00	3,125.00
51-	44-554	PUBLISHING/ADVERTISMENTS	1,200.00	1,500.00
51-	44-561	DUES/MEMBERSHIPS/SUBSCRIP	900.00	1,125.00
51-	44-562	TRAVEL EXPENSES	300.00	375.00
51-	44-563	TRAINING/TUITION	3,500.00	4,375.00
51-	44-571	NI GAS / WELLS	2,400.00	3,000.00
51-	44-573	GARBAGE	240,577.55	300,721.94
51-	44-576	COM ED **	30,000.00	37,500.00
51-	44-579	WATER ANALYSIS	5,500.00	6,875.00
51-	44-580	EPA PERMIT FEES	3,500.00	4,375.00
51-	44-593	EQUIP/SOFTWARE MAINT/LEASE	25,000.00	31,250.00
51-	44-594	IML/RENEWAL CONTRIBUTION	19,800.00	24,750.00
51-	44-651	OPERATING SUPPLIES/MISC. EXPEN	49,000.00	61,250.00
51-	44-653	BUILDING WATER USAGE	1,000.00	1,250.00
51-	44-655	FUEL/GREASE/OIL	17,000.00	21,250.00
51-	44-656	CHEMICALS	7,000.00	8,750.00
51-	44-658	Misc Expenses	1,000.00	1,250.00
51-	44-659	OFFICE SUPPLIES	10,000.00	12,500.00
51-	44-660	PRINTING	1,500.00	1,875.00
51-	44-702	FOUR RIVERS SAN. AUTH. IGA	421,700.00	527,125.00
51-	44-703	RECAPTURE FEES	18,000.00	22,500.00
51-	44-829	ROCK 39 EQUIPMENT PURCHASES	5,000.00	6,250.00
51-	44-830	SMALL EQUIP. PURCHASE OR RENTA	17,000.00	21,250.00
51-	44-831	LARGE EQUIP. PURCHASE-FIXED AS	0.00	-
51-	44-833	CONTINGENCY	108,696.72	135,870.90
51	44-950	Bank Fees	45,000.00	56,250.00
51-	44-951	DEPRECIATION EXPENSE	260,000.00	325,000.00
				-
	TOTAL OPERATIONS & MAINT. EXPENDITURES		2,943,169.07	3,678,961.34

Fund 90		EVENTS EXPENSE	Budget	Appropriation
90-	48-572	MERCHANDISE	5,000.00	6,250.00
90-	48-916	FIREWORKS	18,500.00	23,125.00
				-
	TOTAL EVENTS EXPENDITURES		23,500.00	29,375.00

Total All Funds	**6,290,914.34**	**7,863,642.93**

Agenda Item Executive Summary

Item Name	CY2026 Budget Review – MFT and O&M Funds	Committee or Board	Committee

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

EXECUTIVE SUMMARY

As part of the Village's annual budget development process, the Committee of the Whole will review the final phase of the FY2026 budget focusing on Motor Fuel Tax (Fund 15) and Operations & Maintenance (Fund 51). Fund 15 supports the Village's annual roadway maintenance and improvement program through state MFT revenues and accumulated reserves. Fund 51 reflects utility operations, infrastructure maintenance, capital planning, and related debt service obligations. This review provides the Committee an opportunity to address any remaining questions and provide final direction prior to formal appropriation adoption. No motions will be made at this meeting, as the item is for discussion only.

ATTACHMENTS (PLEASE LIST)

CY2026 Budget Review 01/21/26

ACTION REQUESTED

☒For Discussion Only

☐Resolution

☐Ordinance

☐Motion:

MOTION:

Staff:	Joey Dienberg, Village Administrator Dana Novinson, Village Treasurer	Date:	2/18/2026

MFT FUND REVENUE AND EXPENSE DETAIL								COMMENTS
	Actual			Budgeted	Actual	Requested	%	
Description	**2022**	**2023**	**2024**	**2025**	**2025**	**2026**	**Change**	
15 - MOTOR FUEL TAX (MFT)								
REVENUE TOTAL	$ 195,452.00	$ 147,143.00	$ 154,220.29	$ 144,184.00	$ 149,548.32	$ 150,299.20	4%	
EXPENSE TOTAL	N/A	$ 33,059.00	$ 288,247.77	$ 450,000.00	$ 132,960.63	$ 490,000.00	9%	
CASH BALANCE UTILIZATION	N/A	N/A	N/A	N/A		$ -	100%	
REVENUE OVER/(UNDER) EXPENDITURES	**$ 195,452.00**	**$ 114,084.00**	**$ (134,027.48)**	**$ (305,816.00)**		**$ (339,700.80)**	**N/A**	Available Cash

Account Number	Description	Actual 2022	Actual 2023	Actual 2024	Budget 2025	Actual 2025	Requested 2026	% Change	COMMENTS
15- MOTOR FUEL TAX (MFT)									
343	MOTOR FUEL TAX	$ 70,398.00	$ 66,445.00	$ 65,213.09	$ 66,238.20	$ 64,640.14	$ 63,327.60	-4%	Per IML 2026
346	TRANSPORTATION RENEWAL FUND	$ 52,253.00	$ 60,450.00	$ 65,357.07	$ 61,945.80	$ 68,717.68	$ 70,971.60	15%	Per IML 2026
350	REBUILD IL BOND FUND GRANT	$ 68,123.00	$ -	$ -	$ -	$ -		#DIV/0!	
381	INTEREST	$ 4,678.00	$ 20,248.00	$ 23,650.13	$ 16,000.00	$ 16,190.50	$ 16,000.00	0%	
399	TRANSFER IN	$ -	$ -	$ -	$ -	$ -		#DIV/0!	
MOTOR FUEL TAX (MFT) REVENUES		**$ 195,452.00**	**$ 147,143.00**	**$ 154,220.29**	**$ 144,184.00**	**$ 149,548.32**	**$ 150,299.20**	**-100%**	

MOTOR FUEL TAX (MFT) EXPENDITURES

Account Number	Description	Actual 2022	Actual 2023	Actual 2024	Budget 2025	Actual 2025	Requested 2026	% Change	COMMENTS
15- MOTOR FUEL TAX (MFT)									
46-501	MISC EXPENSE	$ -	$ -	$ -	$ -	$ -	$ -	N/A	
46-502	ENGINEERING - MFT	$ -	$ 10,853.00	$ 51,118.12	$ 66,605.78	$ 25,027.63	$ 65,000.00	-2%	
46-576	COM ED **	$ -	$ -	$ -	$ -		$ -	N/A	
46-850	MFT ROAD PROJECT	$ -	$ 22,206.00	$ 237,129.65	$ 383,394.22	$ 107,933.00	$ 425,000.00	11%	
46-950	Bank Fees/Charges	$ -	$ -	$ -	$ -		$ -	N/A	
TOTAL MOTOR FUEL TAX (MFT) EXP		**$ -**	**$ 33,059.00**	**$ 288,247.77**	**$ 450,000.00**	**$ 132,960.63**	**$ 490,000.00**	**-4%**	

PERSONNEL REQUEST DETAIL
FISCAL YEAR 2026 BUDGET

DEPARTMENT: OPERATIONS AND MAINTENANCE

Position Title/Justification	Annual Salary	Employee Group Insurance	IMRF	FICA
TOTALS	$ -	$ -	$ -	$ -

CAPITAL OUTLAY REQUEST DETAIL
FISCAL YEAR 2026 BUDGET

DEPARTMENT: OPERATIONS AND MAINTENANCE

Priority Number	Equipment Description	Estimated Cost	New or Replacement	Requested Prior Years Yes/No	Justification
1	SCADA Upgrade	7,000	New	Yes - 1	Previously approved capital project pending vendor scheduling and implementation. Funds are carried forward to complete the upgrade, which will improve system monitoring, reliability, and cybersecurity for water and wastewater operations and support long-term infrastructure management.
2	Automatic Paper Folding & Envelope Stuffing Machine	7,000	Replacement	No	Upgrades existing mail-processing equipment by adding automated envelope stuffing capability. Reduces staff time spent manually preparing utility bills and mass mailings, improves efficiency, and allows staff to redirect time to higher-priority administrative functions.
	Total O/M Capital Outlay	**$ 14,000**			

PROFESSIONAL DEVELOPMENT DETAIL
FISCAL YEAR 2026 BUDGET

DEPARTMENT: OPERATIONS AND MAINTENANCE

Name, Location, Date(s) of Professional Development, Employee(s) Attending	Justification (Required, Continued Education Unit [CEU], Discretionary)	Registration	Hotels & Meals	Travel	Other (Specify)	Total
Class D & C Water Distribution Systems/Chemical Feed Applications Course Online	This Enviornmental Resource Training Center (ERTC) course covers essential design, operation, and maintenance procedures for water distribution and treatment systems, including pumps, hydraulics, water mains, meters, hydrants, and chemical feed installations. Focus areas include cross-connections, sampling, and compliance with state regulations, as well as related math and technical skills. Certification has been identified as a priority for succession planning within Public Works, equipping staff with foundational and advanced knowledge to maintain Village water infrastructure and prepare for future leadership roles.	$ 900.00	N/A	N/A	N/A	$ 900.00
AWWA WaterCon Peoria DPW + 1 Staff	AWWA (American Water Works Association) WaterCon is an event for water industry professionals, offering workshops, networking opportunities, and technical sessions focused on best practices, emerging technologies, and regulatory compliance in water distribution and treatment. Topics include water quality management, asset management, cybersecurity in water systems, and innovative solutions for improving infrastructure. Attendance supports professional development, provides continuing education units (CEUs), and enhances the Village's ability to maintain compliance and operational efficiency.	$ 650.00	$ 350.00	N/A	N/A	$ 1,000.00
Illinois Rural Water Fall Conference Rockford	This annual conference provides training and continuing education units (CEUs) for water and wastewater professionals. Sessions focus on rural water system operations, regulatory updates, emergency preparedness, and advancements in water treatment technologies. The event facilitates networking with industry leaders and state regulators, ensuring Public Works staff remain up to date on best practices, compliance standards, and innovative solutions for managing municipal water systems.	$ 350.00	N/A	N/A	N/A	$ 350.00
Misc. Training	Various training opportunities throughout the year provide additional CEUs to ensure staff maintain and enhance their professional certifications. These trainings cover a range of topics, including safety procedures, equipment operation, regulatory changes, and new technologies relevant to municipal water system management. Participation in these courses ensures regulatory compliance supports succession planning and ensures staff competency in maintaining Village infrastructure efficiently and in compliance with state and federal regulations.	$ 1,250.00	N/A	N/A	N/A	$ 1,250.00
TOTALS		**$3,150**	**$350**	**$0**	**$0**	**$3,500**

PROFESSIONAL ASSOCIATION DETAIL
FISCAL YEAR 2026 BUDGET

DEPARTMENT: OPERATIONS AND MAINTENANCE

Organization Name	Justification	New or Existing	Membership Holder	Cost
Illinois Rural Water Association	Provides resources, training, and support for effective management of rural water systems, helping ensure safe and reliable water services in the community.	Existing	Village	$ 525.00
American Public Works Association (APWA)	Offers professional development, certifications, and networking for public works professionals, promoting best practices and innovation in community infrastructure management.	Existing	Director of Public Works	$ 280.00
American Water Works Association	Provides training and resources for effective water management, supporting public works staff in delivering safe and sustainable water services.	Existing	Director of Public Works	$ 95.00
			TOTAL	**$900**

OPERATIONS AND MAINTENANCE FUND REVENUE AND EXPENSE DETAIL

Description	Actual 2022	Actual 2023	Actual 2024	Budgeted 2025	Actual 2025	Requested 2026	% Change	COMMENTS
51- OPERATIONS AND MAINTENANCE								
OPERATING	*$ 742,920.00*	*$ 788,747.00*	*$ 855,807.28*	*$ 861,264.72*	*$ 872,247.08*	*$ 906,353.33*	5%	
DEBT SERVICE	*$ 953,155.00*	*$ 928,418.00*	*$ 913,326.18*	*$ 900,000.00*	*$ 978,799.07*	*$ 998,315.74*	11%	1% Sales Tax + Capital Charge
CAPITAL	*$ 22,449.00*	*$ 84,211.00*	*$ 125,255.16*	*$ 90,000.00*	*$ 127,057.02*	*$ 100,000.00*	11%	
TRANSFERS	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	*$ -*	0%	
REVENUE TOTAL	**$ 1,718,524.00**	**$ 1,801,376.00**	**$ 1,894,388.62**	**$ 1,851,264.72**	**$ 1,978,103.17**	**$ 2,004,669.07**	**8%**	
OPERATING	$ 1,113,058.00	$ 935,108.00	$ 1,110,342.59	$ 1,320,395.59	$ 837,912.31	$ 1,276,272.35	-3%	
CONTINGENCY	$ 5,604.00	$ -	$ -	$ 1,647.43	$ -	$ 108,696.72		
DEBT SERVICE	$ 132,044.00	$ 125,045.00	$ 117,880.02	$ 519,546.70	$ 519,546.54	$ 519,700.00	0%	
CAPITAL	$ 112,256.00	$ 106,741.00	$ 96,681.63	$ 840,500.00	$ 212,641.64	$ 1,038,500.00	24%	
TRANSFERS	$ -	$ -	$ 50,000.00	$ -	$ -	$ -	0%	
EXPENSES TOTAL	**$ 1,362,962.00**	**$ 1,166,894.00**	**$ 1,374,904.24**	**$ 2,682,089.72**	**$ 1,570,100.49**	**$ 2,943,169.07**	**10%**	
OPERATING REVENUE OVER/(UNDER) EXPENDITURES	$ (370,138.00)	$ (146,361.00)	$ (254,535.32)	$ (459,130.87)	$ 34,334.77	$ (369,919.02)	-19%	
CONTINGENCY REVENUE OVER/(UNDER) EXPENDITURES	$ 5,604.00	$ -	$ -	$ 1,647.43	$ -	$ (108,696.72)		
DEBT SERVICE REVENUE OVER/(UNDER) EXPENDITURES	$ 821,111.00	$ 803,373.00	$ 795,446.16	$ 380,453.30	$ 459,252.53	$ 478,615.74	26%	
CAPITAL REVENUE OVER/(UNDER) EXPENDITURES	$ (89,807.00)	$ (22,530.00)	$ 28,573.53	$ (750,500.00)	$ (85,584.62)	$ (938,500.00)	25%	
TRANSFERS REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ (50,000.00)	$ -	$ -	$ -	0%	
NON-CAPITAL OVER/UNDER EXPENDITURES	*$ 479,026.00*	*$ 741,223.00*	*$ 666,166.01*	*$ 12,969.86*	*$ 620,644.32*	*$ -*		
TOTAL REVENUE OVER/(UNDER) EXPENDITURES	***$ 366,770.00***	***$ 634,482.00***	***$ 519,484.38***	***$ (827,530.14)***	***$ 408,002.68***	***$ (938,500.00)***	***N/A***	

OPERATIONS AND MAINTENANCE REVENUES

Account Number	Description	Actual 2022	Actual 2023	Actual 2024	Budget 2025	Actual 2025	Requested 2026	% Change	COMMENTS
51- OPERATIONS AND MAINTENANCE									
344	GRANTS	$ -	$ -	$ -	$ -			0%	
345	SALES TAX (1%)	$ 470,030.00	$ 439,047.00	$ 434,052.76	$ 425,000.00	$ 480,868.55	$ 500,103.29	18%	
361	WATER SALES	$ 276,064.00	$ 296,713.00	$ 316,244.47	$ 323,000.00	$ 344,973.77	$ 342,858.98	6%	
362	CAPITAL CHARGES	$ 483,125.00	$ 489,371.00	$ 479,273.42	$ 475,000.00	$ 497,930.52	$ 498,212.45	5%	
363	GARBAGE CHARGES	$ 212,088.00	$ 220,955.00	$ 232,495.29	$ 235,069.20	$ 237,624.71	$ 247,129.70	5%	
364	PRE-PAID WATER/SEWER	$ 711.00	$ 506.00	$ (455.75)	$ 700.00	$ (300.68)	$ 500.00	-29%	
365	WATER FIXED ADMIN CHARGES	$ 174,078.00	$ 186,944.00	$ 193,702.16	$ 195,208.00	$ 197,098.45	$ 197,403.60	1%	
367	WATER HOOK-UP FEE	$ -	$ -	$ -	$ -	$ -	$ -	0%	
368	SEWER HOOK-UP FEE	$ -	$ -	$ -	$ -	$ -	$ -	0%	
373	ROCK 39 EQUIPMENT	$ -	$ -	$ 7,641.77	$ 5,000.00	$ 2,020.37	$ 5,000.00	0%	
374	ROCK 39 IGA	$ 59,948.00	$ 56,647.00	$ 69,236.31	$ 64,300.56	$ 66,015.26	$ 74,265.64	15%	Rename Line-Item / additon of admin fee?
375	ROCK 39 FUEL/MILEAGE REIMB.	$ 12,515.00	$ 11,926.00	$ 14,576.06	$ 13,536.96	$ 13,897.96	$ 14,245.41	5%	
376	RECAPTURE FEES	$ -	$ -	$ -	$ 18,000.00	$ -	$ 18,000.00	0%	
381	INTEREST	$ 22,449.00	$ 84,136.00	$ 117,004.65	$ 90,000.00	$ 114,557.02	$ 100,000.00	11%	
382	VERIZON WATER TOWER RENT	$ 4,875.00	$ 4,538.00	$ 4,950.00	$ 4,950.00	$ 4,950.00	$ 4,950.00	0%	
385	VEHICLE/EQUIPMENT SALES	$ -	$ -	$ 8,250.51	$ -	$ 12,500.00	$ -	0%	
388	MISC INCOME	$ 1,254.00	$ 6,417.00	$ 15,650.52	$ -	$ 600.00	$ -	0%	
390	LOSS ON DISPOSAL OF ASSETS	$ -	$ 58,000.00	$ -	$ -	$ -	$ -	0%	
393	METER SALES	$ -	$ 75.00	$ -	$ -	$ -	$ -	0%	
395	UTIL INCOME/SHUT OFF NOTICE	$ 1,387.00	$ 4,101.00	$ 1,766.45	$ 1,500.00	$ 5,367.24	$ 2,000.00	33%	
399	Transfer IN	$ 18,311.00	$ 156,988.00	$ 590,955.47	$ -	$ -		#DIV/0!	
TOTAL OPERATIONS AND MAINTENANCE REV		**$ 1,736,835.00**	**$ 2,016,364.00**	**$ 2,485,344.09**	**$ 1,851,264.72**	**$ 1,978,103.17**	**$ 2,004,669.07**	**8%**	
TOTAL OPERATIONS AND MAINTENANCE OPERATING REV		$ 742,920.00	$ 788,747.00	$ 855,807.28	$ 861,264.72	$ 872,247.08	$ 906,353.33	5%	
TOTAL OPERATIONS AND MAINTENANCE DEBT SERVICE REVENUE		$ 953,155.00	$ 928,418.00	$ 913,326.18	$ 900,000.00	$ 978,799.07	$ 998,315.74	11%	1% Sales Tax + Capital Charge
TOTAL OPERATIONS AND MAINTENANCE CAPITAL REVENUE		$ 22,449.00	$ 84,211.00	$ 125,255.16	$ 90,000.00	$ 127,057.02	$ 100,000.00	11%	Interest + Connection Fees + Meter and Vehicle Sales + Grants
TOTAL OPERATIONS AND MAINTENANCE TRANSFERS		$ 18,311.00	$ 156,988.00	$ 590,955.47	$ -	$ -	$ -	#DIV/0!	
TOTAL OPERATIONS AND MAINTENANCE REV		**$ 1,736,835.00**	**$ 1,801,376.00**	**$ 1,894,388.62**	**$ 1,851,264.72**	**$ 1,978,103.17**	**$ 2,004,669.07**	**8%**	

Account Number	Description	Actual 2022	Actual 2023	Actual 2024	Budget 2025	Actual 2025	Requested 2026	% Change	COMMENTS
	OPERATIONS AND MAINTENANCE EXPENDITURES								
51- OPERATIONS AND MAINTENANCE									
44-421	OFFICE SALARIES	$ 51,149.00	$ 57,945.00	$ 65,500.49	$ 96,000.00	$ 71,022.75	$ 80,273.06	-16%	
44-422	ROCK 39 SALARY	$ -	$ -	$ -	$ -	$ -		0%	
44-423	PART-TIME WAGES	$ 3,933.00	$ 2,231.00	$ 4,952.85	$ 7,200.00	$ 5,660.23	$ 6,963.39	-3%	
44-425	METER READER/LAB ASSISTANT	$ 30,561.00	$ 42,679.00	$ (1,554.77)	$ -	$ -	$ -	0%	
44-426	DIRECTOR PUBLIC WORKS	$ 70,082.00	$ 68,294.00	$ 79,759.15	$ 81,727.61	$ 81,578.68	$ 85,814.82	5%	
44-428	PUBLIC WORKS WAGES	$ 35,643.00	$ 36,642.00	$ 97,030.59	$ 101,000.00	$ 94,198.95	$ 107,948.73	7%	
44-429	VILLAGE ADMINISTRATOR	$ -	$ -	$ 25,936.57	$ 31,468.50	$ 32,384.73	$ 33,000.00	5%	
44-451	HEALTH INSURANCE	$ 12,255.00	$ 18,646.00	$ 17,623.60	$ 13,852.48	$ 12,642.82	$ 25,000.00	80%	Employee Status Change
44-452	HEALTH INS. DEDUCTIBLE REIMBUR	$ 200.00	$ 517.00	$ -	$ 3,000.00	$ -	$ 3,000.00	0%	
44-453	IDES/UNEMPLOYMENT INSURANCE	$ 407.00	$ 466.00	$ 653.39	$ 700.00	$ 587.84	$ 650.00	-7%	
44-461	ADM SOCIAL SECURITY	$ 11,627.00	$ 12,318.00	$ 16,415.39	$ 20,000.00	$ 16,824.41	$ 19,468.00	-3%	
44-463	ADM MEDICARE	$ 2,719.00	$ 2,881.00	$ 3,838.96	$ 4,650.00	$ 3,934.64	$ 4,553.00	-2%	
44-465	IMRF BENEFITS x .0837	$ 17,455.00	$ 19,618.00	$ 21,564.29	$ 26,000.00	$ 22,175.72	$ 24,083.80	-7%	
44-470	Uniforms		$ -	$ -	$ 1,500.00	$ 780.55	$ 1,500.00	0%	
44-512	OFFICE & COMPUTER EQUIPMENT	$ 4,279.00	$ 1,845.00	$ 9,515.94	$ 5,000.00	$ 2,384.42	$ 7,000.00	40%	SCADA Upgrade
44-519	MAINTENANCE SERVICE - EQUIPTME	$ 21,709.00	$ 14,296.00	$ 11,476.89	$ 35,000.00	$ 11,865.93	$ 35,000.00	0%	
44-521	WINGIS	$ 1,469.00	$ 1,134.00	$ 2,201.18	$ 2,000.00	$ 1,989.38	$ 2,000.00	0%	
44-529	IT SERVICES		$ -	$ -	$ 1,000.00	$ 668.74	$ 1,500.00	50%	
44-530	PROFESSIONAL FEES/MISC	$ 1,931.00	$ 14,124.00	$ 1,525.48	$ 750.00	$ 261.50	$ 1,500.00	100%	Reclassifying JULIE Membership
44-531	SPECIAL AUDIT	$ -	$ -	$ -	$ -	$ -		0%	
NEW	**WATER UPGRADE ENGINEERING**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 75,000.00**	**100%**	
44-532	ENGINEERING	$ 24,818.00	$ 8,827.00	$ 33,495.21	$ 128,000.00	$ 18,032.50	$ 35,000.00	-73%	New Line Item
44-533	CELLULAR METER MONTHLY FEES	$ 5,697.00	$ 9,260.00	$ 12,320.60	$ 14,500.00	$ 15,693.75	$ 17,000.00	17%	
44-534	LEGAL	$ 4,198.00	$ 298.00	$ 2,391.50	$ 2,000.00	$ 264.60	$ 2,000.00	0%	
44-540	PRE-EMPLOYMENT PHYSICAL	$ -	$ -	$ 170.00	$ 340.00	$ 79.00	$ 340.00	0%	
44-541	METER UPGRADE	$ 70,705.00	$ 90,315.00	$ 54,810.36	$ 10,000.00	$ 5,767.74	$ 10,000.00	0%	
44-542	WATER UPGRADE	$ 41,551.00	$ 16,426.00	$ 26,479.82	$ 750,000.00	$ 133,986.65	$ 950,000.00	27%	
44-543	ALARM SYS./TELEPHONE/INTERNET	$ 7,750.00	$ 6,364.00	$ 6,783.56	$ 7,500.00	$ 8,498.72	$ 8,500.00	13%	
44-544	IEPA LOAN -WATER TOWER	$ 22,651.00	$ 21,171.00	$ 19,601.26	$ 97,940.00	$ 97,939.84	$ 98,000.00	0%	
44-545	IEPA Loan	$ -	$ -	$ -	$ -	$ -	$ -	0%	
44-551	POSTAGE	$ 5,514.00	$ 7,942.00	$ 9,782.35	$ 11,000.00	$ 11,257.32	$ 11,000.00	0%	
44-552	CELL PHONES	$ 2,087.00	$ 1,896.00	$ 2,398.76	$ 2,400.00	$ 1,809.00	$ 2,500.00	4%	
44-554	PUBLISHING/ADVERTISMENTS	$ -	$ 477.00	$ 879.25	$ 1,200.00	$ -	$ 1,200.00	0%	
44-561	DUES/MEMBERSHIPS/SUBSCRIP		$ -	$ -	$ 900.00	$ 1,518.50	$ 900.00	0%	
44-562	TRAVEL EXPENSES	$ -	$ 101.00	$ -	$ 300.00	$ -	$ 300.00	0%	
44-563	TRAINING/TUITION	$ 235.00	$ 2,738.00	$ 408.00	$ 2,625.00	$ 715.00	$ 3,500.00	33%	Increased IEPA Training Requirements
44-571	NI GAS / WELLS	$ 3,284.00	$ 2,808.00	$ 2,245.84	$ 2,400.00	$ 2,274.47	$ 2,400.00	0%	
44-573	GARBAGE	$ 205,032.00	$ 207,635.00	$ 227,966.32	$ 235,000.00	$ 231,324.57	$ 240,577.55	2%	
44-576	COM ED **	$ 18,935.00	$ 20,391.00	$ 23,750.09	$ 25,000.00	$ 25,173.63	$ 30,000.00	20%	Anticipated Rate Increase
44-579	WATER ANALYSIS	$ 3,893.00	$ 2,972.00	$ 3,827.80	$ 4,250.00	$ 5,383.04	$ 5,500.00	29%	Increased Lead and Copper Requirements Annually
44-580	EPA PERMIT FEES	$ -	$ -	$ -	$ 2,000.00	$ -	$ 3,500.00	75%	
44-593	EQUIP/SOFTWARE MAINT/LEASE	$ -	$ 3,247.00	$ 10,675.59	$ 30,200.00	$ 19,285.37	$ 25,000.00	-17%	Anticipated LOCIS Transition
44-594	IML/RENEWAL CONTRIBUTION	$ 15,185.00	$ 14,860.00	$ 16,260.81	$ 19,132.00	$ 17,956.36	$ 19,800.00	3%	
44-651	OPERATING SUPPLIES/MISC. EXPEN	$ 64,326.00	$ 51,067.00	$ 66,333.93	$ 52,000.00	$ 29,711.91	$ 49,000.00	-6%	
44-653	BUILDING WATER USAGE	$ 836.00	$ 871.00	$ 1,101.20	$ 1,250.00	$ 837.49	$ 1,000.00	-20%	
44-654	WATER DEPOSIT REFUND EXPENSE	$ -	$ (31.00)	$ -	$ -	$ -		0%	
44-655	FUEL/GREASE/OIL	$ 17,232.00	$ 11,654.00	$ 13,952.93	$ 17,000.00	$ 13,226.67	$ 17,000.00	0%	
44-656	CHEMICALS	$ 4,674.00	$ 5,408.00	$ 4,828.08	$ 8,250.00	$ 6,074.61	$ 7,000.00	-15%	
44-658	Misc Expenses	$ -	$ -	$ -	$ 200.00	$ -	$ 1,000.00	400%	
44-659	OFFICE SUPPLIES	$ -	$ -	$ 674.37	$ 3,000.00	$ 1,170.49	$ 10,000.00	233%	Folding Machine Expense
44-660	PRINTING	$ 2,014.00	$ 627.00	$ 1,657.11	$ 1,500.00	$ 2,283.00	$ 1,500.00	0%	
44-701	SULLIVAN'S PAYBACK AGREEMNT	$ 13,139.00	$ 15,383.00	$ 7,191.58	$ -	$ -		0%	
44-702	FOUR RIVERS SAN. AUTH. IGA	$ 109,393.00	$ 103,874.00	$ 98,278.76	$ 421,606.70	$ 421,606.70	$ 421,700.00	0%	
44-703	RECAPTURE FEES	$ -	$ -	$ -	$ 18,000.00	$ -	$ 18,000.00	0%	
44-829	ROCK 39 EQUIPMENT PURCHASES	$ -	$ 5,115.00	$ 2,550.51	$ 5,000.00	$ 987.63	$ 5,000.00	0%	
44-830	SMALL EQUIP. PURCHASE OR RENTA	$ 15,405.00	$ 3,938.00	$ 10,961.20	$ 11,000.00	$ 16,067.82	$ 17,000.00	55%	
44-831	LARGE EQUIP. PURCHASE-FIXED AS	$ -	$ -	$ 15,391.45	$ 78,500.00	$ 72,887.25		-100%	
44-832	ASSETS CAPITALIZED	$ -	$ -	$ -	$ -	$ -		0%	
44-833	CONTINGENCY	$ 5,604.00	$ -	$ -	$ 1,647.43	$ -	$ 108,696.72	6498%	
44-950	Bank Fees			$ -	$ 25,600.00	$ 49,325.57	$ 45,000.00	76%	
44-951	DEPRECIATION EXPENSE	$ 433,385.00	$ 257,624.00	$ 291,296.00	$ 260,000.00	$ -	$ 260,000.00	0%	
44-959	TRANSFER OUT	$ -	$ -	$ 50,000.00	$ -	$ -		0%	
TOTAL OPERATIONS AND MAINTENANCE EXP		**$1,362,962.00**	**$ 1,166,894.00**	**$1,374,904.24**	**$ 2,682,089.72**	**############**	**$2,943,169.07**	**10%**	
TOTAL OPERATIONS AND MAINTENANCE PERSONNEL		$ 236,031.00	$ 262,237.00	$ 331,720.51	$ 385,598.59	$ 341,010.77	$ 390,754.80	1%	
TOTAL OPERATIONS AND MAINTENANCE OTHER OPERATING EXPENSES		$ 877,027.00	$ 672,871.00	$ 778,622.08	$ 934,797.00	$ 496,901.54	$ 885,517.55	-5%	
TOTAL OPERATIONS AND MAINTENANCE CONTINGENCY		$ 5,604.00	$ -	$ -	$ 1,647.43	$ -	$ 108,696.72		
TOTAL OPERATIONS AND MAINTENANCE DEBT SERVICE		$ 132,044.00	$ 125,045.00	$ 117,880.02	$ 519,546.70	$ 519,546.54	$ 519,700.00	0%	
TOTAL OPERATIONS AND MAINTENANCE CAPITAL		$ 112,256.00	$ 106,741.00	$ 96,681.63	$ 840,500.00	$ 212,641.64	$1,038,500.00	24%	
TOTAL OPERATIONS AND MAINTENANCE TRANSFERS		$ -	$ -	$ 50,000.00	$ -	$ -	$ -	0%	
		$1,362,962.00	**$ 1,166,894.00**	**$1,374,904.24**	**$ 2,682,089.72**	**############**	**$2,943,169.07**	**10%**	

LINE ITEM JUSTIFICATION
FISCAL YEAR 2026 BUDGET

DEPARTMENT: OPERATIONS AND MAINTENANCE

Account Number	Description Detail		2025 Budget	2026 Budget Request
51-44-512	**Office & Computer Equipment**		**5,000**	**7,000**
	SCADA Upgrade	$ 7,000.00		
51-44-521	**Wingis**		**2,000**	**2,000**
	495.00 per quarter 50/50 Gen Fund	$ 1,980.00		
NEW	**Water Upgrade Engineering**		**128,000**	**75,000**
	Kasch Drive	$ 25,000.00		
	Swift Street	$ 50,000.00		
		$ 75,000.00		
51-44-532	**Engineering**		**128,000**	**35,000**
	Water Rate Study	$ 25,000.00		
	General Engineering	$ 10,000.00		
		$ 35,000.00		
51-44-540	**Pre Employment Physical**		**340**	**340**
	2 @ 170			
51-44-542	**WATER UPGRADE**			
	Kasch Drive Water Main Loop	$ 200,000.00		
	Swift Street Water Main Replacement	$ 750,000.00	**750,000**	**950,000**
	Total:	$ 950,000.00		

LINE ITEM JUSTIFICATION
FISCAL YEAR 2026 BUDGET

DEPARTMENT: OPERATIONS AND MAINTENANCE

Account Number	Description Detail		2025 Budget	2026 Budget Request
51-44-544	**IEPA Loan - Water Tower**	$ 97,339.84	**97,940**	**98,000**
	48,969.92 x 2			
51-44-551	**Postage**		**11,000**	**11,000**
	750 mo	$ 9,000.00		
	Misc.	$ 2,000.00		
		$ 11,000.00		
51-44-579	**Water Analysis**		**4,250**	**4,250**
	Water Analysis $120 mo	$ 1,440.00		
	Flouride By Probe $114.00 mo	$ 1,368.00		
	Misc Charges	$ 1,442.00		
		$ 4,250.00		

LINE ITEM JUSTIFICATION
FISCAL YEAR 2026 BUDGET

DEPARTMENT: OPERATIONS AND MAINTENANCE

Account Number	Description Detail		2025 Budget	2026 Budget Request
51-44-593	**Equip/Software Maint/Lease**		**30,200**	**25,000**
	Maps Subscription	$ 660.00		
	Scribehow	$ 269.04		
	Locis	$ 5,925.00		
	Tyler	$ 6,588.06		
	Scada	$ 728.71		
	Other	$ 10,829.19		
		$ 25,000.00		
51-44-702	**Four Rivers Sanitation Auth IGA**		**421,607**	**421,700**
	Fuller Creedk Phase C 2 @ 139392.82	$ 278,785.64		
	Fuller Creek D & F 2 @ 40915.09	$ 81,830.18		
	Fuller Creek Future Costs 2 @30495.44	$ 60,990.88		
		$ 421,606.70		

Agenda Item Executive Summary

Item Name	Discussion of Preliminary Draft of Comprehensive Plan and Unified Development Ordinance (UDO) RFP	Committee or Board	Committee

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

EXECUTIVE SUMMARY

The Village of Winnebago has prepared a draft Request for Proposals (RFP) to solicit professional planning services for a comprehensive update to the Village's Comprehensive Plan and Unified Development Ordinance (UDO). This joint update aims to integrate previous planning efforts into a unified, user-friendly document that guides future development and ensures regulatory consistency.

Key components of the proposed project include public engagement, coordination with Village boards and a steering committee, development of a long-term annexation strategy, and improvements to downtown zoning. The UDO update will also address clarity, compliance, and usability of existing zoning regulations.

Staff is seeking initial feedback from the Committee of the Whole on the proposed direction, scope, and structure of the RFP prior to bringing it to the Village Board for formal authorization to issue.

ATTACHMENTS (PLEASE LIST)

Draft Comprehensive Plan & UDO RFP, Exhibit A – Proposal Pricing Sheet

ACTION REQUESTED

☒For Discussion Only
☐Resolution
☐Ordinance
☐Motion:

MOTION:

Staff:	Joey Dienberg, Village Administrator	Date:	2/18/2026

VILLAGE OF WINNEBAGO

COMPREHENSIVE PLAN & UNIFIED DEVELOPMENT ORDINANCE UPDATE REQUEST FOR PROPOSALS DATED __________

EXHIBIT A

I. PROJECT OVERVIEW

The Village of Winnebago ("Village") is requesting proposals from qualified planning consultants to assist with a comprehensive update to the Village's Comprehensive Plan and Unified Development Ordinance (UDO).

The intent of this project is to update the Village's Comprehensive Plan using past planning efforts into a clear, user-friendly document that will guide development and redevelopment decisions for the next 15 to 20 years. In conjunction with the Comprehensive Plan update, the Village seeks to revise its Unified Development Ordinance to ensure consistency with the Plan's goals and to improve usability, clarity, and implementation.

The Village of Winnebago (population 2,903) is located in northern Illinois, just west of Rockford and approximately 25 miles south of the Illinois-Wisconsin border. The Village provides municipal services including general administration, code enforcement, planning and zoning, police, street maintenance, and water treatment and distribution. Fire protection and wastewater treatment are provided by other public bodies. The Village employs approximately twenty employees and operates with a General Fund budget of approximately $3 million and a total annual budget of approximately $7.2 million.

II. SCOPE OF SERVICE

The selected consultant shall provide a full range of municipal planning services necessary to complete the Comprehensive Plan update and Unified Development Ordinance revision, including but not limited to the following:

1. Comprehensive Plan Update

    a. A thorough review of existing plans, studies, vision statements, goals, and objectives.

    b. Identification of opportunities and implementation strategies to guide future development and redevelopment.

    c. Development of an economic development component that reflects current market conditions and recognizes the physical constraints of the Village's commercial corridors.

d. Creation of a downtown land use and zoning framework that recognizes the unique character of downtown Winnebago.

e. Coordination with Village staff, the Village Board, Zoning Board, and other appointed individuals or bodies.

f. Assistance with establishing and working with a Comprehensive Plan Steering Committee.

g. Design and facilitation of a public participation process to engage residents, businesses, landowners, developers, and other stakeholders.

h. Preparation and presentation of a final Comprehensive Plan document suitable for adoption.

i. Development of a long-term annexation strategy that identifies logical growth areas, evaluates infrastructure and service capacity, and provides policy guidance for orderly and fiscally responsible municipal expansion.

2. Unified Development Ordinance Update

a. A comprehensive evaluation of existing zoning and subdivision regulations for clarity, consistency, and legal compliance.

b. Recommendations for immediate amendments where inconsistencies or deficiencies are identified.

c. Preparation of a fully integrated Unified Development Ordinance aligned with the updated Comprehensive Plan.

d. Revisions to zoning districts, permitted and special uses, development standards, review procedures, and enforcement provisions.

e. Incorporation of graphics, tables, and modern best practices to improve usability.

f. Creation of a downtown zoning district that recognizes the distinct character of the Village's downtown area.

g. Coordination with Village staff, the Village Board, Zoning Board, and other appointed individuals or bodies.

h. Facilitation of public meetings, hearings, and adoption processes related to the UDO.

III. COMMUNITY INVOLVEMENT

The Village places a strong emphasis on public participation throughout the planning process. The selected consultant shall demonstrate experience and capability in facilitating inclusive and effective public engagement, including but not limited to:

A. Public meetings at accessible locations and varied times.

B. Online engagement tools such as surveys, project websites, and feedback portals.

C. Regular coordination with Village staff to ensure transparency and communication.

VI. INQUIRIES

All questions regarding this RFP must be submitted to Joseph Dienberg, Village Administrator, no later than ____. Responses to questions will be provided in writing on ____.

VII. PROPOSAL SUBMISSION DEADLINE

Proposals must be received by the Village of Winnebago no later than _____. Late submissions will not be accepted. Telefaxed or emailed proposals will not be considered.

VIII. TENTATIVE SCHEDULE

Activity	**Date**
Issuance of RFP	____
Deadline for Questions	____
Responses to Questions	____
Proposal Submission Deadline	____
Committee Review Complete	____
Consultant Interviews	____
Recommendation to Committee of the Whole	____
Village Board Selection	____

IX. BASIS OF SELECTION

Proposals will be evaluated based on the following criteria:

1. Understanding of the scope and objectives of the project.
2. Qualifications and experience of the firm and project team.
3. Demonstrated experience with similar municipal projects.
4. Quality of proposed methodology and work plan.

5. Cost and overall value to the Village.

X. GENERAL CONDITIONS

A. No Obligation to Award: This RFP solicitation does not oblige Village of Winnebago to award a contract to any respondent. Village of Winnebago may, at its discretion, revise the selection process, the schedule of events or anticipated date of award, may request further information from any respondent or may withdraw this RFP in part or in its entirety.

B. Proposal Participation: Any entity that has received this RFP directly from Village of Winnebago or indirectly through a third party is eligible to submit a proposal for the required services.

C. Withdrawal: A respondent may withdraw its proposal without prejudice to itself, by submitting a written request for its withdrawal to Joseph Dienberg, at any time during the entire selection process.

D. Rejection of Proposal: Village of Winnebago may reject any and all proposals. Village of Winnebago will reject the proposal of any party who has been delinquent or unfaithful in any former contract with Village of Winnebago. The right is reserved to reject any or all proposals, and to waive technical defects, as the interests of Village of Winnebago are best served.

E. Confidentiality: All vendor-supplied materials, including response to the RFP, become the property of Village of Winnebago. The Village will respect the confidentiality of the information provided under each proposal and will work with all vendors to meet their confidentiality requirements, provided they are within reason. However, proposals are subject to the Freedom of Information Act. Proposals that do not qualify for the interview phase of the selection process will not be returned.

F. Clarification/Submission of Questions: Request for clarification and questions must be received in writing by mail or email, prior to 1:00 p.m. on Wednesday, _____ before the RFP due date. Village of Winnebago will respond to those questions either directly to the originator of the inquiry or to all potential respondents as deemed appropriate.

XI: INDEMNIFICATION

The firm must indemnify, defend, and hold harmless the Village, its individual Board members, agents, firms and employees (collectively, “Indemnities”), from and against all claims for or loss to property, including claims of Village, third parties, and firm's or any subcontractor's employees, and any other claims, losses, damages, or expenses, including attorneys' fees, arising out of the performance of the services by firm, including, but not limited to, losses or damages caused in part by the Indemnities' own negligence (except to the extent prohibited by Illinois law).

EXHIBIT A

PROPOSAL PRICING

The following Proposal Pricing Sheet must be completed and returned with the submitted full proposal.

All costs shall be not-to-exceed and shall include all labor, materials, travel, meetings, public engagement activities, document preparation, and other expenses necessary to complete the work as described in the Request for Proposals.

OPTION 1 – COMPREHENSIVE PLAN UPDATE ONLY

Total Not-to-Exceed Cost for Comprehensive Plan Update: **$________________________**

OPTION 2 – UNIFIED DEVELOPMENT ORDINANCE UPDATE ONLY

Total Not-to-Exceed Cost for Unified Development Ordinance Update: **$________________________**

OPTION 3 – COMBINED COMPREHENSIVE PLAN & UDO UPDATE

Total Not-to-Exceed Cost for Combined Comprehensive Plan and Unified Development Ordinance Update:

$________________________

COST BREAKDOWN (FOR COMBINED OPTION ONLY)
For informational purposes, please identify how the combined cost is allocated:

- Comprehensive Plan Portion: $________________________
- UDO Plan Portion: $________________________

(Total must equal the combined cost listed above.)

PROPOSER:	________________________________ [Insert Name of Company}
Address:	________________________________
	________________________________
State of Incorporation or Organization:	________________________________
Signature:	________________________________
Name of Person Signing:	________________________________
Title of Person Signing:	________________________________
Dated Signed:	______________________, 2026