VILLAGE OF WINNEBAGO

REGULAR BOARD MEETING AGENDA

Monday, August 12, 2024 at 6:00 PM

108 West Main Street and Virtually

To access meeting from any device: https://global.gotomeeting.com/join/671034949

Or by (Toll Free): 1 866 899 4679 | Access Code: 671-034-949

1. **RECORDING OF THE MEETING**
2. **CALL TO ORDER**
3. **PLEDGE OF ALLEGIANCE**
4. **ROLL CALL**
5. **MEETING GUIDELINES**

   Discussion and Vote to Allow an Absent Trustee to Vote By Phone or Other Allowable Means.
6. **ESTABLISHMENT OF A QUORUM**
7. **DISCLOSURE OF ANY CONFLICT OF INTEREST**
8. **CHANGES TO AGENDA**
9. **APPROVAL OF CHANGES TO AGENDA**
10. **PUBLIC COMMENT**

    It is recommended that a written request to address the Village Board by non-members should be submitted via mail, hand delivery, or the Village Website to the Village of Winnebago Office located at 108 West Main Street, Winnebago, Illinois, 61088, by 12:00 Noon on the day of the meeting scheduled by the Village authorities in which the speaker would like to participate. Alternatively, speakers may fill out the form at the meeting to sign up for public comment. Each speaker is limited to three (3) minutes. A maximum of thirty (30) minutes shall be allowed for public comment at each meeting.
11. **PRESENTATION**

    a. Judge Joe McGraw Presentation
12. **CONSENT AGENDA**

    Items included in the consent agenda will be denoted with an asterisk (*). All items on the Consent Agenda are considered to be routine in nature and will be enacted in one motion.

There will be no separate discussion of these items unless a Board member so requests, in which event, the item will be removed from the Consent Agenda and placed on the active agenda to be discussed and approved separately.

13. **APPROVAL OF MINUTES**
    - **a.** ***Approval of Board Trustees Meeting Minutes from July 8, 2024
14. **APPROVAL OF BILLS**
    - **a.** *Approval of Invoices Presented for Payment $129,531.19 (includes invoices over $5,000 = $95,058.52)
    - **b.** *Post-Board Packet bills for approval within 30 days of receipt, per Local Government Prompt Payment Act (50 ILCS 5051)
15. **PRESIDENT**
    - **a.** July 2024 President's Report
16. **VILLAGE CLERK**
    - **a.** 2025 Consolidated Election - Petition Circulation Begins August 20, 2025.
17. **TREASURER'S REPORT**
    - **a.** August Treasurer's Report
18. **ADMINISTRATIVE REPORTS**
    - **a.** Chief of Police Monthly Statistics Report
    - **b.** Fehr-Graham – Engineering Report
    - **c.** Code Enforcement & Building Officer Monthly Report
    - **d.** Public Works Monthly Water Usage and Production Reports
    - **e.** Village Administrator Monthly Report
19. **QUESTIONS FROM TRUSTEES/STAFF**
20. **PUBLIC WORKS COMMITTEE/REPORTS/REQUESTS**
    - **a.** *Ordinance To Set The Minimum And Maximum Setback Zone Provisions To Preserve The Quality And Quantity Of Groundwater Resources
21. **COMMUNITY DEVELOPMENT COMMITTEE/REPORTS/REQUESTS**
    - **a.** Sale of Village Property- Winnebago Highlands
22. **POLICE COMMITTEE/REPORTS/REQUESTS**
    - **a.** *Ordinance Amending Ordinance No. 2023-09 Providing For The Use And Operation Of Utility Terrain Vehicles (UTVs) Within The Corporate Limits Of The Village Of Winnebago, Illinois

b. *An Ordinance Amending Ordinance No. 76-5 To Update Burning Regulations And Fines

23. **FINANCE COMMITTEE/REPORTS/REQUESTS**
24. **LIQUOR COMMITTEE/REPORTS/REQUESTS**
    a. *Ordinance Amending Ordinance No. 2024-06 To Allow For Alcohol On Pedal Buses In Accordance With Article IX, Section 9 of the Village's Liquor Ordinance
25. **ADMINISTRATIVE TEAM/REPORTS/REQUESTS**
    a. A Resolution For The Codification Of The Village Of Winnebago Unified Development Ordinance (UDO) And Authorizing Village Administrator To Sign Agreement Re: Same
    b. Strategic Planning Proposals
26. **ZONING COMMISSION/REPORTS/REQUESTS**
    a. Crematory Text Amendment
27. **EXECUTIVE SESSION (CLOSED SESSION) Pursuant to 5ILCS 120/2(c)**
28. **NEW BUSINESS**
29. **TABLED/DEFERRED ITEMS**
30. **UPCOMING MEETINGS**
    a. UDO Text Amendment Public Hearing- August 28, 2024 at 6:00PM
    b. Committee of the Whole Meeting- August 28, 2024, immediately following the Public Hearing
    c. Board of Trustees Meeting- September 9, 2024 at 6:00PM
30. **ADJOURNMENT**

Posted: August 7, 2024 at 11:45 a.m. at 108 W. Main Street, Winnebago, IL and online at www.villageofwinnebago.com Tel 815.335.2020 | Fax 815.415-8491
/s/ Rachel Windgassen, Admin Assistant

The Board of Trustees of the Village of Winnebago met in person July 8, 2024, 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 - LEFEVRE - PITNEY - SMITH -present
KIM – absent; MCKINNON arrived at 6:44 p.m. away on personal matters and attended remotely

Guests in person: Attorney Mary Gaziano, Village Administrator Joseph Dienberg, Chief Jeff White, Sergeant Nick Haff, Public Works Director Chad Insko, Treasurer Dana Novinson, Deputy Clerk Kellie Symonds, Fehr Graham Engineer Luke Ziegler, Julia Scott-Valdez, William (Randy) Smith, Bea Smith, Todd Stockburger, Kathy Stockburger.

A quorum was established.

No conflict of interest was noted.

PUBLIC COMMENT
No one requested the opportunity to address the Board.

11. CONSENT AGENDA
A motion was made by MR. ACKERMAN, seconded by MR. PITNEY to approve the Consent Agenda items. Motion carried on a unanimous roll call vote of those present.

12. APPROVAL OF MINUTES:
    a. Approval of Board of Trustees Meeting Minutes from June 10, 2024
13. APPROVAL OF BILLS
    a. Approval of Invoices Presented for Payment - $142,792.17
       invoices over $5,000 - $120,106.70
    b. Post-Board Packet bills for approval within 30 days of receipt, per Local Government Prompt Payment Act (50 ILCS 5051) – NONE
16. TREASURER'S REPORT
    a. Approval of Line-Item Transfers - NONE

14. PRESIDENT
    a. The President read the following proclamation in honor of William "Randy" Smith. The President presented Mr. Smith a certificate from Illinois Senator Chesney, a plaque and a copy of the proclamation.

    b. A motion was made by MR. LEFEVRE, seconded by MR. PITNEY to update the signors at the First National Bank and Trust to include the Treasurer Dana Novinson and Village Administrator Joseph Dienberg and to remove Trustees Julie O'Rourke and Jeremy Graham, and to update the signors at Illinois Funds to include Treasurer Dana Novinson and to remove former Treasurer Sally Bennett, subject to a written resolution. Motion carried on a unanimous roll call vote.

15. CLERK'S REPORT
    a. Request to Approve for Release for Public Inspection the Closed Session Minutes as specified in the Resolution. (to be discussed in closed session).

16. TREASURER'S REPORT

b. The July Treasurer's Report was noted.

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

19.PUBLIC WORKS COMMITTEE/REPORTS/REQUESTS

a. Julie Scott-Valdez on behalf of Four Rivers Sanitation Authority explained to the Board their plan to begin billing monthly rather than quarterly. Winnebago has 1200 of the 77,000 billings they send out.

b. A motion was made by MR. LEFEVRE, seconded by MR. ACKERMAN to adopt Resolution 2024-17R A RESOLUTION APPROVING THE EXPENSE FOR CUNNINGHAM ROAD WATER MAIN REPLACEMENT. Motion carried on a unanimous roll call vote of those present.

c. A motion was made by MR. LEFEVRE, seconded by MR. PITNEY to adopt Ordinance 2024-08 AN ORDINANCE ACCEPTING A GRANT OF EASEMENT ON 624 S CHURCH STREET, WINNEBAGO, ILLINOIS, PROPERTY. Motion carried on a unanimous roll call vote of those present.

A motion was made by MR. LEFEVRE, seconded by MR. ACKERMAN to adopt Ordinance 2024-09 AN ORDINANCE ACCEPTING A GRANT OF EASEMENT ON 621 S GOODLING STREET, WINNEBAGO, ILLINOIS, PROPERTY. Motion carried on a unanimous roll call vote of those present.

20. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE/PLANNING & ZONING/4TH OF JULY

a. A motion was made by MR. ACKERMAN, seconded by MR. SMITH to adopt Ordinance 2024-10 AN ORDINANCE ADOPTING DEMOLITION PERMIT REQUIREMENT AND DEMOLITION RULES AND CONDITIONS. Motion carried on a unanimous roll call vote of those present.

21. POLICE COMMITTEE/REPORTS/REQUESTS – No items for discussion

22. FINANCE COMMITTEE/REPORTS/REQUESTS – No items for discussion.

23. LIQUOR COMMITTEE/REPORTS/REQUESTS –

a. A motion was made by MR. LEFEVRE, seconded by MR. ACKERMAN to adopt Ordinance 2024-11 AN ORDINANCE AMENDING ORDINANCE NO. 97-11 ENTITLED "AN ORDINANCE ESTABLISHING A LIQUOR CONTROL COMMISSION AND PROVIDING FOR THE CONTROL AND REGULATION OF THE SALE AND CONSUMPTION OF ALCOHOLIC LIQUORS IN THE VILLAGE OF WINNEBAGO, ILLINOIS" TO AMEND DEFINITIONS AND ARTICLE IX SECTION 9 TO ALLOW CONSUMPTION OF ALCOHOL LIQUOR ON PEDAL BUS. Motion carried on a unanimous roll call vote of those present.

MR. MCKINNON joined the meeting virtually.

24. ADMINISTRATIVE TEAM/REPORTS/REQUESTS – No items for Discussion

25. ZONING COMMISSION/REPORTS/REQUESTS – No items for Discussion.

26. ATTORNEY

a. A motion was made by MR. LEFEVRE, seconded by MR. PITNEY to adopt Ordinance 2024-12 AN ORDINANCE ESTABLISHING FIRST READING PROCEDURES OF THE VILLAGE OF WINNEBAGO. Motion carried on a roll call vote of those present.

b. A motion was made by MR. LEFEVRE, seconded by MR. SMITH to adopt Ordinance 2024-13 AN ORDINANCE AMENDING ORDINANCE 00-07, AN ORDINANCE ADOPTING GUIDELINES AND

ESTABLISHING PROCEDURE FOR PUBLIC COMMENT AT VILLAGE OF WINNEBAGO MEETINGS. Motion carried on a unanimous roll call vote of those present.

28. NEW BUSINESS

MR. ACKERMAN asked about the demolition of the property at 114 S Benton Street which was included in the report of the Code Enforcement Officer. Mr. Dienberg explained the Land Bank contacted him about the matter.

MR. ACKERMAN questioned the need for helmets on the pedal bus versus on UTV's and golf carts.

The President noted the next election in April 2025 will include petitions available to circulate August 20, 2024, the first date to file the petitions is November 12, 2024, and the last date to file is November 18, 2024.

President Eubank noted that he received a call from the audit firm, Benning Group, noting they were very impressed with the new Treasurer and how prepared she was for the audit. The President thanked Ms. Novinson for the great job.

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

A motion was made by MR. ACKERMAN, seconded by MR. LEFEVRE to go into closed session at 6:59 p.m. In attendance will be the Trustees, President Eubank, Village Clerk, Deputy Clerk and Attorney Mary Gaziano. Motion carried on a unanimous roll call vote of those present.

The same group returned to Regular Session at 7:21 p.m.

15. CLERK'S REPORT

a. A motion was made by MR. LEFEVRE, seconded by MR. SMITH to adopt Resolution 2024-18R RESOLUTION FOR APPROVAL TO RELEASE FOR PUBLIC INSPECTION THE CLOSED SESSION MINUTES FOR MAY 11, 2020, JULY 13, 2020, NOVEMBER 9, 2020, DECEMBER 14, 2020, JANUARY 11, 2021, FEBRUARY 08, 2021, OCTOBER 27, 2021, JANUARY 10, 2022, MARCH 14, 2022, SPECIAL MEETINGS AUGUST 15, 2022, SEPTEMBER 12, 2022, OCTOBER 10, 2022, NOVEMBER 14, 2022, DECEMBER 12, 2022, AND THE DESTRUCTION OF THE VERBATIM RECORDINGS FOR THE SAME AFTER THE EIGHTEEN MONTH REQUIRED RETENTION PERIOD. Motion carried on a unanimous roll call vote of those present.

A motion was made by MR. LEFEVRE, seconded by MR. ACKERMAN to adjourn at 7:23 p.m. Motion carried on a voice vote.

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Sally J. Huggins, Village Clerk

Warrant List

August 12, 2024
Board Meeting

Warrant List

Section 1: Invoices Presented for Approval - $ 129,531.19
Section 2: Invoices over $5,000 - $ 95,058.52

** Invoices are available for inspection and review**

SECTION 1:

WARRANT LIST

Invoices Presented

For Board Approval

Total Invoices: $ 129,531.19

VENDOR SET: 01 Village of Winnebago, IL
BANK: * ALL BANKS
DATE RANGE: 8/12/2024 THRU 8/12/2024

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000412	LEXISNEXIS RISK DATA MANAGEMEN							
C-CHECK	LEXISNEXIS RISK DATA MANVOIDED	V	8/12/2024			026008		88.50CR

* * 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 88.50CR	88.50CR	0.00	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: * TOTALS:	1	88.50CR	0.00	0.00
BANK: * TOTALS:	1	88.50CR	0.00	0.00

VENDOR SET: 01 Village of Winnebago, IL
BANK: AP AP BANK
DATE RANGE: 8/12/2024 THRU 8/12/2024

VENDOR	I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000052		A-FIRE EXTINGUISHER SALES & SE							
	I-93350	6YR EXTINGUISHER MAINTAINANCE	R	8/12/2024	56.00		025990		56.00
016055		AIRGAS USA, LLC D/B/A ENCOMPAS							
	I-5508780021	CYLINDER RENTAL	R	8/12/2024	24.38		025991		24.38
000108		BADGER METER INC							
	I-80164014	ORION CELLULAR LTE UNITS	R	8/12/2024	918.65		025992		918.65
000367		CITY OF ROCKFORD							
	I-75003710	WATER ANALYSIS	R	8/12/2024	120.00		025993		120.00
000100		CONSERV FS							
	I-108024140	FUEL	R	8/12/2024	847.78		025994		
	I-108024300	FUEL	R	8/12/2024	1,181.67		025994		
	I-108024301	FUEL	R	8/12/2024	308.23		025994		
	I-108024435	FUEL	R	8/12/2024	1,245.39		025994		3,583.07
000460		CORE & MAIN LP							
	I-U925309	ARCH CMP GALV COR	R	8/12/2024	1,800.00		025995		1,800.00
000659		COTTER, DAVID							
	I-7388692	COTTER: REIMBURSE UNIFORM EQUI	R	8/12/2024	91.35		025996		91.35
000038		DIAMOND PROPERTY MAINTENANCE,							
	I-24031	CLEANING SERVICES JUNE 2024	R	8/12/2024	160.00		025997		160.00
000024		FEHR-GRAHAM & ASSOCIATES							
	I-124121 PRJ: 24-125	2024 GENERAL ENGINEERING	R	8/12/2024	1,694.50		025998		
	I-124122 PRJ:24-271A	2024 MFT CONSTRUCTION	R	8/12/2024	10,630.75		025998		12,325.25
016040		FERGUSON WATER WORKS SUPPLY							
	I-0483996-4	FLR X MTR LW ANG VLV	R	8/12/2024	522.61		025999		
	I-0483996-5	CURB BX PENT LID W/MAGNET	R	8/12/2024	254.71		025999		777.32
000083		FOUR RIVERS SANITATION AUTHORI							
	I-103	FULLER CREEK D & F PYMT 11/40	R	8/12/2024	40,915.09		026000		40,915.09
000546		FURST STAFFING							
	I-2000076967	BABLER: WEEK ENDING 6/23/24	R	8/12/2024	816.85		026001		
	I-2000077027	BABLER: WEEK ENDING 6/30/2024	R	8/12/2024	846.09		026001		
	I-2000077073	BABLER: WEEK ENDING 7/7/24	R	8/12/2024	631.21		026001		
	I-2000077129	BABLER: WEEK ENDING 7/14/24	R	8/12/2024	859.52		026001		
	I-2000077183	BABLER: WEEK ENDING 7/21/24	R	8/12/2024	846.09		026001		3,999.76

VENDOR SET: 01 Village of Winnebago, IL
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DATE RANGE: 8/12/2024 THRU 8/12/2024

VENDOR	I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000536		GILL'S FREEPORT DISPOSAL							
	I-230798147087	JULY GARBAGE STATEMENT	R	8/12/2024	18,540.90		026002		18,540.90
000669		GREENLIGHT FLORAL LLC							
	I-VWWJUNE24	JUNE- MANHEIM	R	8/12/2024	75.00		026003		75.00
000147		HAWKINS, INC.							
	I-6806989	CHEMICALS	R	8/12/2024	474.22		026004		474.22
000380		ILLINOIS LAW ENFORCEMENT ALARM							
	I-DUES13098	ILEAS 2024 MEMBERSHIP DUES	R	8/12/2024	60.00		026005		60.00
000653		KLEIN, THORPE AND JENKINS, LTD							
	I-242577	COMMUNICATION W/ ATTY GAZIANO	R	8/12/2024	75.00		026006		75.00
000148		LAWSON PRODUCTS INC							
	I-9311647837	NUTS, WASHERS, SCREWS, BITS	R	8/12/2024	1,704.53		026007		1,704.53
000412		LEXISNEXIS RISK DATA MANAGEMEN							
	I-1351314-20240630	JUNE 2024 CONTRACT FEE	V	8/12/2024	88.50		026008		88.50
000412		LEXISNEXIS RISK DATA MANAGEMEN							
	M-CHECK	LEXISNEXIS RISK DATA MANVOIDED	V	8/12/2024			026008		88.50CR
000639		LRS, LLC							
	I-PS605956	RENTAL-MEMORIAL PARK	R	8/12/2024	137.50		026009		
	I-PS611232	RENTAL- MEMORIAL PARK	R	8/12/2024	137.50		026009		275.00
000043		M. SPINELLO							
	I-164522	SERVICE FRONT DOOR LOCK	R	8/12/2024	522.00		026010		522.00
000307		MANHEIM, CASPER							
	I-24-08	AUGUST CODE ENFORCEMENT	R	8/12/2024	960.00		026011		
	I-24-08B	AUGUST BUILDING INSPECTOR	R	8/12/2024	1,000.00		026011		1,960.00
000731		MENARDS - CHERRY VALLEY							
	I-60651	FAUCET, GRIPPER TAPE	R	8/12/2024	183.95		026012		183.95
000360		MIDWEST METER, INC.							
	I-0169395-IN	HRE LCD CELLULAR TT	R	8/12/2024	5,188.67		026013		5,188.67
000440		MOBILE ELECTRONICS, INC.							
	I-15575	INSTALLATIONS INTO LOADER	R	8/12/2024	219.80		026014		219.80

VENDOR SET: 01 Village of Winnebago, IL
BANK: AP AP BANK
DATE RANGE: 8/12/2024 THRU 8/12/2024

VENDOR	I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000298		PACE ANALYTICAL SERVICES, LLC							
	I-247210087	FLUORIDE BY PROBE	R	8/12/2024	61.50		026015		61.50
000007		PETTY CASH							
	I-202407302480	ADAPTER, POST, PROF DAY, CALC	R	8/12/2024	275.65		026016		275.65
000582		POLLARDWATER							
	I-0264602	CVR 4DIAM CORE CONTRACTOR	R	8/12/2024	130.93		026017		
	I-0264602-1	FUEL HAND CORE DRILL, DRILLBIT	R	8/12/2024	3,842.47		026017		3,973.40
000051		POSTMASTER							
	I-202407102471	POSTAGE FOR WATER BILLS	R	8/12/2024	675.00		026018		675.00
016045		RAY O'HERRON CO.,INC.							
	I-2351602	KNUDTSON: UNIFORM	R	8/12/2024	907.60		026019		
	I-2356528	VESTS: NICHOLS AND COTTER	R	8/12/2024	600.63		026019		1,508.23
000384		REGION 1 PLANNING COUNCIL (WIN							
	I-FY25-0355-1	Q1 GIS SUPPORTING MEMBERSHIP	R	8/12/2024	990.75		026020		
	I-FY25-0379-1	Q1 COUNCIL OF GOV MEMBERSHIP	R	8/12/2024	625.00		026020		1,615.75
000640		ROCK RIVER BLOCK							
	I-775039	TIRE INSPECTION	R	8/12/2024	67.23		026021		
	I-779083	TIRE INSPECTION AND ROTATION	R	8/12/2024	68.14		026021		135.37
001538		ROCK ROAD COMPANIES INC							
	I-321192	COLD MIX 0-2 TONS	R	8/12/2024	214.20		026022		214.20
000291		ROCK VALLEY CULLIGAN							
	I-0665867	WATER COOLER RENTAL JULY 24	R	8/12/2024	43.45		026023		43.45
000017		ROCK VALLEY PUBLISHING							
	I-457729	UDO TEXT AMENDMENT PUBLISHING	R	8/12/2024	194.75		026024		194.75
000670		ROCKFORD DETECTIVE & SECURITY							
	I-24-RBC131	BACKGROUND: DIENBERG	R	8/12/2024	55.00		026025		55.00
000422		ROCKFORD INFORMATION TECHNOLOG							
	I-38746	OFFILL: CONTROL FORMS	R	8/12/2024	50.00		026026		
	I-38778	POWER STRIPE MOUNTING	R	8/12/2024	237.50		026026		
	I-38779	REMOVAL OF EMAIL ADDRESSES	R	8/12/2024	25.00		026026		
	I-38815	SETUP KIM LAPTOP	R	8/12/2024	95.00		026026		
	I-38816	SMITH & KIM: MAILBOX SETUP	R	8/12/2024	118.75		026026		
	I-38888	PC RUNNING SLOW IN OFFICE	R	8/12/2024	237.50		026026		
	I-38928	WATCHGUARD SERVER MAINT	R	8/12/2024	75.00		026026		838.75

VENDOR SET: 01 Village of Winnebago, IL
BANK: AP AP BANK
DATE RANGE: 8/12/2024 THRU 8/12/2024

VENDOR	I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000033		ROGERS READY MIX & MATERIALS							
	I-319296	SEWER BEDDING	R	8/12/2024	321.77		026027		321.77
SHARE		SHARE CORPORATION							
	I-269499	LOCKOUT/TAGOUT KIT	R	8/12/2024	122.16		026028		122.16
000309		SPELMAN, JEFF							
	I-202407102470	MILEAGE REIMBURSEMENT	R	8/12/2024	49.31		026029		49.31
000260		STRAND ASSOCIATES, INC.							
	I-0212612 PJ3736.008	SOURCE WATER PROTECTION SERV	R	8/12/2024	8,740.00		026030		
	I-0213209 PJ3736.006	SCADA, MULTI TASK ORDER PREP	R	8/12/2024	728.71		026030		9,468.71
000825		SULLIVAN'S FOODS							
	I-202407302481	JUNE STATEMENT	R	8/12/2024	50.55		026031		50.55
016032		TYLER TECHNOLOGIES							
	I-025-471267	UB CREDIT CARD TRANS FEES	R	8/12/2024	1,306.25		026032		1,306.25
000411		UNIFORM DEN EAST INC							
	I-92628	HAFF: RANKS, EMBLEMS, VELCRO	R	8/12/2024	47.45		026033		47.45
000067		UNITED LABORATORIES							
	I-INV412107	WEED & BRUSH LOW-V	R	8/12/2024	563.18		026034		563.18
001004		VILLAGE OF WINNEBAGO							
	I-03-4204-01 JULY	600 W SOPER ST	R	8/12/2024	56.54		026035		
	I-03-5350-00 JULY24	104 W MAIN ST	R	8/12/2024	71.22		026035		
	I-03-5380-00 JULY24	108 W MAIN ST	R	8/12/2024	23.61		026035		
	I-07-1467-00 JULY24	400 E MCNAIR RD WELL #3	R	8/12/2024	20.18		026035		171.55
000623		WANLESS BROTHERS MOVING & STOR							
	I-7544	JULY STORAGE/MIN MONTHLY CHARG	R	8/12/2024	50.00		026036		50.00
000518		WINNEBAGO COUNTY (911 PAYMENT)							
	I-13338	911 CENTER PSAP AGREEMENT	R	8/12/2024	4,761.84		026037		4,761.84
000616		XEROX FINANCIAL SERVICES							
	I-6042737	JULY CONTRACT PAYMENT	R	8/12/2024	316.53		026038		316.53
000044		GAZIANO,ATTORNEY MARY							
	I-INV 5/1/24-5/31/24	INV# 22645 - 22653	R	8/12/2024	8,619.90		026045		8,619.90

VENDOR SET: 01 Village of Winnebago, IL
BANK: AP AP BANK
DATE RANGE: 8/12/2024 THRU 8/12/2024

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000412	LEXISNEXIS RISK DATA MANAGEMEN							
C-202408012484	CREDIT FOR OVERPAYMENT	R	8/12/2024	1.00CR		026046		
I-1351314-20240630.1	JUNE 2024 CONTRACT FEE	R	8/12/2024	42.00		026046		41.00

* * T O T A L S * *	NO			INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	50			129,619.69	0.00	129,531.19
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	88.50CR	88.50CR		0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: AP TOTALS:	50	129,531.19	0.00	129,531.19
BANK: AP TOTALS:	50	129,531.19	0.00	129,531.19
REPORT TOTALS:	50	129,531.19	0.00	129,531.19

SECTION 2:

WARRANT LIST

Invoices Over $5,000

$ 95,058.52

These invoices are included in the

Section 1 Warrant List

VENDOR SET: 01 Village of Winnebago, IL
BANK: AP AP BANK
DATE RANGE: 8/12/2024 THRU 8/12/2024

VENDOR	I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000024		FEHR-GRAHAM & ASSOCIATES							
	I-124121 PRJ: 24-125	2024 GENERAL ENGINEERING	R	8/12/2024	1,694.50		025998		
	I-124122 PRJ:24-271A	2024 MFT CONSTRUCTION	R	8/12/2024	10,630.75		025998		12,325.25
000083		FOUR RIVERS SANITATION AUTHORI							
	I-103	FULLER CREEK D & F PYMT 11/40	R	8/12/2024	40,915.09		026000		40,915.09
000536		GILL'S FREEPORT DISPOSAL							
	I-23079814T087	JULY GARBAGE STATEMENT	R	8/12/2024	18,540.90		026002		18,540.90
000360		MIDWEST METER, INC.							
	I-0169395-IN	HRE LCD CELLULAR TT	R	8/12/2024	5,188.67		026013		5,188.67
000260		STRAND ASSOCIATES, INC.							
	I-0212612 PJ3736.008	SOURCE WATER PROTECTION SERV	R	8/12/2024	8,740.00		026030		
	I-0213209 PJ3736.006	SCADA, MULTI TASK ORDER PREP	R	8/12/2024	728.71		026030		9,468.71
000044		GAZIANO,ATTORNEY MARY							
	I-INV 5/1/24-5/31/24	INV# 22645 - 22653	R	8/12/2024	8,619.90		026045		8,619.90

* * T O T A L S * *	NO			INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	6			95,058.52	0.00	95,058.52
HAND CHECKS:	0			0.00	0.00	0.00
DRAFTS:	0			0.00	0.00	0.00
EFT:	0			0.00	0.00	0.00
NON CHECKS:	0			0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS	0.00			
		VOID CREDITS	0.00	0.00	0.00	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: AP TOTALS:	6	95,058.52	0.00	95,058.52
BANK: AP TOTALS:	6	95,058.52	0.00	95,058.52
REPORT TOTALS:	6	95,058.52	0.00	95,058.52

August 12, 2024 PRESIDENT'S REPORT

Spent the month of July reviewing and responding to various email messages and reviewing information from Illinois Municipal League (IML), updates from the State of Illinois, and updates from Northcog/Region 1 Planning.

Discussion with trustees/employees various times during the month of June.

July 8, 2024 – Attended and led the village board meeting from approximately 6:00 p.m. to 7:15 p.m.

July 10, 2024 – Met with Joey to review Admin Team items and other village matters.

July 17, 2024 – Attended Liquor Commission meeting. Discussed liquor license application by Ranchero La Leona, LLC. Liquor license applicant was also present and provided all information requested by liquor commission members and village attorney. The owner is very passionate about his restaurant, his employees, and his customers. He was asked if he would have video gaming in the future and he said that he would rather have more seating in the restaurant for customers than to install video gaming machines.

July 18, 2024 – Prepared draft letter as Liquor Commissioner granting a liquor license to Ranchero La Leona, LLC. Forwarded to Joey, Kellie, and Rachel for review. Rachel found some typographical errors and missing words and confirmed the changing of those items before printing out the original letter for my signature.

July 24, 2024 – Attended and led the Committee of the Whole (COW) meeting that lasted from approximately 6:00 p.m. to 8:30 p.m. We had many items on the agenda and several presenters.

Agenda Item Executive Summary

Item Name	2025 Consolidated Election	Committee or Board	Board

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

EXECUTIVE SUMMARY

The Consolidated General Election for the Village of Winnebago will be held on April 1, 2025, between 6:00am and continue until 7:00pm that day.

Offices up for election include:

Village President: ONE (1)- Four Year Term

Village Clerk: ONE (1)- Four Year Term

Village Trustees: THREE (3)-Four Year Term, ONE (1)- Two Year Term

Petitions and nominating packets can be picked up at Village Hall. First day to circulate petitions for candidates seeking election begins on or after August 20, 2024. Petitions must include no less than 14 signatures, and no more than 64 signatures.

Completed nomination papers will be accepted from Tuesday, November 12, 2024, to Friday, November 15, 2024 from 8:00am to 4:00pm and Monday, November 18, 2024 from 8:00am to 5:00pm.

ATTACHMENTS (PLEASE LIST)

ACTION REQUESTED

☒For Discussion Only

☐ Resolution

☐ Ordinance

☐ Motion:

MOTION:

Staff:	Rachel Windgassen, Administrative Assistant	Date:	8/5/24

Village of Winnebago
108 West Main Street • Winnebago, Illinois 61088 • Tel 815.335.2020 • Fax 815.415.8491

Candidate Guidelines

April 1, 2025 Consolidated Election

1. **Complete a Statement of Candidacy – Independent.**
   Statement of Candidacy must be notarized.

2. **Complete an Independent Candidate Petition.**
   Each candidate will need at least 14 but no more than 64 valid signatures. The above number is based on five percent (5%) minimum of the number of votes cast at the last municipal election which was on April 4, 2023.

   Petition signers must be registered voters within the Village of Winnebago. Petition signers are to sign their respective names as they are registered to vote (i.e. if registered as William E. Jones, to be signed as "William E. Jones" not "Bill Jones"). Ditto marks are not to be used for any part of the address. Street addresses are to be used, not post-office boxes. A petition signer may only sign for himself or herself. No one may sign on behalf of someone else, even a family member.

3. **File the original Statement of Economic Interest.**
   This form must be turned in by the candidate to the County Clerk's Office at:

   Winnebago County Clerk
   404 Elm Street
   Rockford, IL 61101

   The receipt from the filing of the Statement of Economic Interest must be filed with the Village Clerk by the end of the filing period.

Petitions may not be circulated prior to August 20, 2024. The petition circulator must personally witness all signatures made on the petition. There can be only one circulator for each petition page. The petition circulator must fill in the statement at the bottom of the petition and sign as the circulator of the petition before a Notary Public licensed in the State of Illinois, and the Notary Public must affix his or her seal. You may photocopy and circulate blank petition sheets.

The Statement of Candidacy – Independent and the Independent Candidate Petition are to be returned to the Village Office no earlier than 8:00 a.m. November 12, 2024, and no later than 5:00 p.m. on November 18, 2024.

The Statement of Candidacy – Independent and the Independent Candidate Petition must be filed together. The receipt from the Statement of Economic Interest filed with the County Clerk's Office does not necessarily have to be filed at the same time the Statement of Candidacy – Independent and the Independent Candidate Petition are filed but must be filed with the Village Clerk by the end of the filing period in order for your name to appear on the ballot.

Candidates shall appear on the election ballot in the order in which the forms are retu the Village Office. All petition filers in line at the Village Office by 8:00 a.m. on November 12, 2024, shall be considered an "8:00 a.m." filer. If more than one candidate for a given position files by 8:00 a.m. on November 12, 2024, a lottery will be held to determine order on the ballot.

Positions open for election are:

Village President – (4-year term)
Village Clerk – (4-year term)
Village Trustees – 3 positions (4-year term)
Village Trustee – 1 position (2-year term)

Note: The above guidelines are intended for general informational purposes only. The Village Clerk makes no representation regarding the validity of forms or other documents provided, as the individual candidate is responsible for making sure the proper forms are completed correctly completed. By State Statute, Municipal Clerks do not have any official election responsibilities prior to the first date for filing of petitions.

The staff at the Village Office will not notarize any documents pertaining to the election. You may have your documents notarized at First National Bank, US Bank, and the School Superintendent's Office.

Treasurer's Report

August 12, 2024
Board Meeting

Cash Reports

Section 1: Cash Balances as of June 30, 2024
Monthly Cash Flow Report
Credit Card Statement Recap
Bank Reconciliations Mar 2024-June 2024

Budget Details

Section 2: Revenue & Expenditures Report as of 07/31/24

Line-Item Transfers

Section 3: Proposed Line-Item Transfers - 0

Construction in Progress & other Tracking

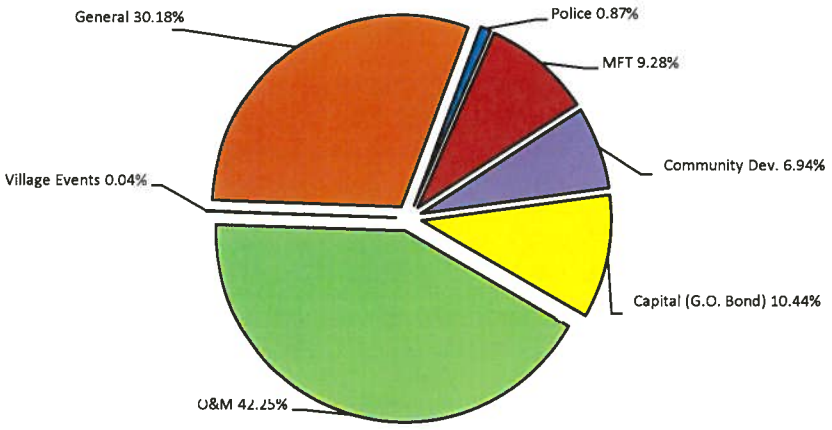
Section 4: ComEd Utility Tax Tracking
Sullivan's Tax Rebate Tracking
Large Project Tracking
Grant Tracking
Village Debt
Village Revenue

SECTION 1:

CASH REPORTS

Cash Balances as of June 30, 2024
Monthly Cash Flow Report as of June 30, 2024
Credit Card Statement Recap
Bank Reconciliations
March 2024 Through June 2024

Cash Balances & Sinking Funds
June 2024



General Fund	**Ending Balance**		**Sinking Funds**		
First National Bank	$	365,756.30	Admin	$	21,450.00
Illinois National Bank	$	1,000.00	Streets Equipment	$	64,850.50
Illinois Funds - General	$	1,433,001.29	Street Project Fund	$	100,000.00
General subtotal	$	1,799,757.59		$	186,300.50
Police					
Illinois Funds-Police	$	48,458.84	**Sinking Funds**		
Illinois National Bank	$	706.33	Police Cannabis	$	25,000.00
General subtotal	$	49,165.17			
Motor Fuel Tax Fund			**Sinking Funds**		
First National Bank	$	41,189.76	MFT	$	30,346.63
Illinois Funds	$	468,741.55			
General subtotal	$	509,931.31			
Community Development Fund			**Sinking Funds**		
First National Bank	$	274,179.25	Park Equipment	$	2,000.00
Capital Fund/Strategic Reserves					
Illinois Funds	$	354,503.79			
First National Sweep	$	250,000.00			
General subtotal	$	604,503.79			
Operations and Maintenance			**Sinking Funds**		
First National Bank	$	234,931.74	O&M Equipment	$	21,765.08
Illinois National Bank	$	1,000.00			
Illinois Funds	$	1,969,587.85			
General subtotal	$	2,205,519.59			
Village Events (4th of July)					
First National Bank	$	4,184.77			
Cash subtotals	$	5,447,241.47			
Sinking Funds (committed)	$	(265,412.21)			
Grand Total	**$**	**5,181,829.26**			

VILLAGE OF WINNEBAGO
CASH FLOW REPORT
June 2024

Fund #	Fund Name	Total Beginning Fund Balance	MTD Cash Revenue	MTD Cash Expenses	Total Jun 30	Monthly Net Change Due to Accrual Dates	Ending Balance	Board Approved/ Obligated	Available Funds
01	General	1,797,095.21	409,608.64	(151,702.30)	2,055,001.55	5,141.14	2,060,142.69	(124,047.12)	1,936,095.57
15	MFT	504,405.18	12,518.29	(10,630.75)	506,293.72	3,637.59	509,931.31	(17,097.74)	489,195.98
17	Community Development	288,484.22	11,488.00	(7,602.18)	292,370.04	(17,785.46)	274,584.58	(16,500.00)	258,084.58
24	Strategic Reserves	352,928.19	1,575.60	-	354,503.79		354,503.79		349,752.01
51	RRWRD Escrow	250,000.00	-	-	250,000.00		250,000.00	(129,545.00)	120,455.00
51	Operations & Maint	2,200,575.42	398,268.14	(104,591.42)	2,494,253.14	(150,165.43)	2,344,087.71	-	2,344,087.71
90	Village Events (4th of July)	3,769.21	515.56	-	4,284.77		4,284.77		4,284.77
		5,397,259.43	**833,974.23**	**(274,526.65)**	**5,956,707.01**	**(159,172.16)**	**5,797,534.85**	**(287,189.86)**	**5,501,955.62**

CARDMEMBER SERVICES COMMUNITY CARD Monthly Activity

Acct: **7296
06/04/2024- 07/02/2024

Rewards Balance: $ -

Invoice	Date	Account	Description	Total Invoice	RECEIPT & Signature
Kellie Symonds					
USPS	6/3/2024	01-43-551	CERTIFIED MAIL	$ 8.73	X
SAMSCLUB	6/3/2024	01-41-561	MEMBERSHIP RENEWAL	$ 110.00	X
ADOBE	6/6/2024	01-41-561	MONTHLY SUBSCRIPTION	$ 50.98	X
MICROSOFT	6/8/2024	01-41-593	ONLINE SERVICES	$ 6.00	X
AMAZON	6/14/2024	01-41-659	WITE OUT LINER CORRECTION TAPE	$ 21.12	X
MICROSOFT	6/16/2024	01-41-593	AZURE INFO PROTECT	$ 21.67	X
MICROSOFT	6/16/2024	01-41-593	EXCHANGE ONLINE	$ 40.00	X
MICROSOFT	6/16/2024	01-41-593	MICROSOFT 365	$ 26.92	X
MICROSOFT	6/16/2024	01-41-593	OFFICE 365	$ 100.05	X
MICROSOFT	6/16/2024	01-41-593	SUBSCRIPTION CHARGE	$ 347.11	X
AMAZON	6/18/2024	01-41-659	TONER, BOOK, PENS, MANILA FILE JACKETS	$ 151.14	X
USPS	6/24/2024	51-44-551	BILLING STAMPS	$ 272.00	
		01-41-551	OFFICE STAMPS	$ 136.00	X
USPS	6/26/2024	01-41-530	EXPRESS MAILING	$ 30.45	X
AMAZON	6/26/2024	01-41-659	PAPER TOWEL *PACKAGE LOST-DISPUTING	$ 39.99	X
GOTOMEETING	6/29/2024	01-41-530	JUNE STATEMENT	$ 123.38	X
SAMSCLUB	6/28/2024	51-44-660		$ 76.16	
		01-41-659	COPY PAPER	$ 76.17	X
			Total	$ 1,637.87	
Jeff White					
USPS	6/11/2024	01-43-551	FIRST CLASS MAIL	$ 5.32	X
FENIEX INDUSTRIES	6/13/2024	01-43-831			X
		01-42-518	QUANTUM 2.0 49" LIGHTBAR	$ 2,440.33	X
WPSG, INC.	6/13/2024	01-43-658	CUSTOM BADGE	$ 115.44	X
USPS	6/18/2024	01-43-551	FIRST CLASS MAIL	$ 5.56	X
IL TOLLWAY	6/20/2024	01-43-658	AUTO REPLENISH IPASS	$ 20.00	X
CRYSTALCENTRAL	6/24/2024	01-43-658	RETIREMENT PLAQUE	$ 245.99	X
			Total	$ 2,832.64	
Chad Insko					
WHITE CAP	6/13/2024	01-42-515	MARSHALLTOWN HANDLE/BLADES/BRACKETS	$ 828.48	X
MONROE POWERSPORTS	6/19/2024	51-44-519	OIL, WIPER FLUID	$ 865.15	X
USPS	6/21/2024	51-44-551	CELEBRATION BLOOMS	$ 2.04	X
FARM & FLEET	6/25/2024	01-42-518	SLOW MOVING VEHICLE SIGN	$ 9.99	X
			Total	$ 1,705.66	
Joseph Dienberg					
EAGLE RIDGE RESORT	6/6/2024	01-41-562	CONFERENCE STAY	$ 459.58	X
CIMINOS	6/10/2024	01-41-832	BOARD MEETING DINNER	$ 65.79	X
SULLIVAN'S	6/12/2024	01-41-658	REFRESHMENTS FOR MEETING	$ 24.42	X
SULLIVAN'S	6/14/2024	01-41-658	COFFEE FOR OFFICE	$ 28.58	X
SULLIVAN'S	6/27/2024	01-41-659	PAPER TOWEL	$ 7.99	X
			Total	$ 586.36	

Combined Total $ 6,762.53

BANK RECONCILIATION

March 2024

	Fund 99 Disbursing	Fund 01 General	Fund 01 Police	Fund 15 MFT	Fund 17 Comm Dev	Fund 24 Stategic Reserve	Fund 41 G.O Bond	incl acct 1165 Fund 51 O & M	Fund 90 4th of July	
Bank Balances:										
First National Bank	24,191.05	102,464.44		56,899.36	365,488.18		-	384,445.24	1,940.75	
Illinois Funds		1,486,404.28	45,308.72	432,161.12		349,752.01		1,840,384.35		
EPAY (INB)		1,000.00	736.02					1,000.00		
Sweep Accounts							200,000.00			
Subtotals	24,191.05	1,589,868.72	46,044.74	489,060.48	365,488.18	349,752.01	200,000.00	2,225,829.59	1,940.75	
Bank Adjustments:										
Disbursing Interest - Dec Interest was not transferred until June 24	(247.64)	247.64								Tranferred in Jun 24
Disbursing Interest - Mar Interest	**(164.48)**	**164.48**								
Check # 25782 Voided - Cash Transfer in July	(161.22)	161.22								Transferred in July 24
Telecom Tax - Deposit in Transit		**(545.05)**			**545.05**					
Cannabis Tax - Deposit in Transit		**(415.01)**	**415.01**							
Sales Tax - Deposit in Transit		**(38,180.21)**						**38,180.21**		
Permit #23-50 in G/L - Not in Bank - Sept		(150.00)			150.00					Tranferred in Jun 24
Permits #24-006 /24-007 / 24-009 - Deposit in Wrg Acct					**(300.00)**				**300.00**	**Transferred in May 24**
Permit # 24-018 - Deposit in Wrg Acct					**(100.00)**				**100.00**	**Transferred in May 24**
Gen Fund - Deposit in Transit From INB to IL Funds 03/29/24		75.00								
4th of July Donation Transferred from Wrong Account Mar 2024		(100.00)						100.00		Cash Transfer in July
24-08 Cash was moved in April from O & M to Com Dev		(75.00)			75.00					Cash Transfer 04/02/24
Should have been from Gen Fund to Com Dev - Corrected in July										
24-11 Cash was deposited in Gen Fund in Mar - moved in Apr		(75.00)								The rest of the entry is in April
The G/L entry wasn't done until April										
Delta Dental Deposit Posted in Apr G/L - Mar Bank - Gen Fund	**(993.38)**	**993.38**								Corrected in Apr
Delta Dental Deposit Posted in Apr G/L - Mar Bank - O&M	**(216.12)**							**216.12**		Corrected in Apr
Payment Draws in Mar										
Transfer for PW vehicle From 2023		(25,363.00)						25,363.00		Corrected in May 24
Overdraft fee duplicated and removed. It is still due to Disburs	34.50	(34.50)								Tranferred in Jun 24
Nov Voided Check not transferred #25567 - Voided in Dec	(30.00)	30.00								Tranferred in Jun 24
Sale of 2011 Ford Dmp Truck - Cash not transferred till June		8,250.50						(8,250.50)		Tranferred in Jun 24
Transfer from Gen Fund to O & M that is incorrect 1/29/24		143,000.00						(143,000.00)		to be Corrected in July 24
1/3/2024 Payroll Addition Error	(3.00)	3.00								Tranferred in Jun 24
01/17/24 Payroll Addition Error IMRF Paid Short	(30.00)									To Be Corrected in July
See April for Correction and Notes										
IMRF - Overfunded										
IMRF Outstanding 03/13/24	**(5,303.38)**									
IMRF Outstanding 03/27/24	**(5,352.68)**									
IMRF Duplicate Draw 2X from 2/14/24 on 3/27/24	**4,733.42**									
IMRF Fractions Feb - April Correction	**(0.04)**	0.04								**(5,922.68)**
There were additional Errors with IMRF Processing in March/April										
This will all be corrected at one time in April										
IDES Outstanding Q1 Payment	(1,662.97)									

A/P Checks Cash not transferred 51.26 / 26.80	79.66							(79.66)	Corrected in June JE 6548/6551
eb Payments - Deposits in Transit								329.76	
eb Payments - Deposits in Transit								92.94	
R Payment - Deposit in Transit								135.28	
ars Payments - Deposits in Transit								95.00	
C Pmt - Deposit in Transit From INB to IL Funds								115.00	
utstanding Checks - Prior Months	(50.00)								
Outstanding Cks Mar	(10,781.98)								
ComEd Invoice Processed Twice Dec & Jan	(22.61)	22.61							Cash Transferred in June
ComEd Invoice Processed Twice Dec & Jan	(267.35)							267.35	Cash Transferred in June
ComEd Invoices 01/29/24 Processed for incorrect amts	(0.02)	0.02							Cash Transferred in June
ComEd Outstanding Feb 24 Part of $1950.69 Pkt - Pd in June	(495.33)								Paid in June
ComEd Outstanding Feb 24 Part of $1950.69 Pkt - Pd in June	(483.70)								Paid in June
ComEd Feb Outstanding Invoices Pd Twice in Mar- Credit app in April	24.09								See April Corrections
ComEd Feb Outstanding Invoices Pd Twice in Mar- Credit app in April	5.54								See April Corrections
ComEd Feb Outstanding Invoices Pd Twice in Mar- Credit app in April	95.31								See April Corrections
ComEd Feb Outstanding Invoices Pd Twice in Mar- Credit app in April	5.54								See April Corrections
ComEd Outstanding Mar Invoices	(446.54)								
ComEd Outstanding Mar Invoices	(430.38)								
Nov Error	(26.29)	26.29							Corrected in June
There was a bank transfer from Gen Fund In Nov to "Correct Balance"									
This will be transferred back to Gen Fund in June - G/L JE #6553 & 6941									
Adjusted Bank Balance	2,000.00	1,677,905.13	46,459.75	489,060.48	365,858.23	349,752.01	200,000.00	2,139,394.09	2,340.75
General Ledger Beginning Balance	2,000.00	1,677,880.09	46,459.75	489,060.48	365,858.23	349,752.01	200,000.00	2,139,394.09	2,340.75
G/L Adjustments:									
Nov 23 Error Corrected in June 24		25.00							
IMRF Fractions		0.04							Corrected in April
G/L Final Adjusted Balance	2,000.00	1,677,905.13	46,459.75	489,060.48	365,858.23	349,752.01	200,000.00	2,139,394.09	2,340.75
Discrepencies	-	-	-	-	-	-	-	-	-

BANK RECONCILIATION

Ap 024

	Fund 99 Disbursing	Fund 01 General	Fund 01 Police	Fund 15 MFT	Fund 17 Comm Dev	Fund 24 Stategic Reserve	Fund 41 G.O Bond	Fund 51 incl acct 1165 O & M	Fund 90 4th of July	
Bar ces:										
Firs l Bank	29,069.43	132,243.79		57,133.95	402,132.96		200,000.00	432,446.11	3,354.12	Fund 41 moved to Fund 51 June 14
Illinois Funds		1,454,656.75	46,778.54	443,733.19		351,310.47		1,918,340.58		
EPAY (INB)		1,000.00	726.12					1,000.00		
Sweep Accounts										
Subtotals	29,069.43	1,587,900.54	47,504.66	500,867.14	402,132.96	351,310.47	200,000.00	2,351,786.69	3,354.12	
Bank Adjustments:										
Disbursing Interest - Dec Interest was not transferred until June 24	(247.64)	247.64								Tranferred in Jun 24
Disbursing Interest - Apr Interest	(163.92)	163.92								
Check # 25782 Voided - Cash Transfer in July	(161.22)	161.22								Transferred in July 24
Permit #23-50 in G/L - Not in Bank - Sept		(150.00)			150.00					Tranferred in Jun 24
Permits #24-006 /24-007 / 24-009 - Deposit in Wrg Acct					(300.00)				300.00	Transferred in May 24
Permit # 24-018 - Deposit in Wrg Acct					(100.00)				100.00	Transferred in May 24
Permit #24-021 - Deposit in Wrg Acct					(100.00)				100.00	Transferred in May 24
Permit #24-12 Deposit to wrong Acct - Transfer in May		(150.00)			150.00					Cash Transfer in May
Permit # 24-08 Deposit in Wrg Acct Mar G/L April Bank		(75.00)						75.00		Cash Transfer 7/8/24
Cash was moved from O & M to Com Dev - S/B Gen to Com Dev										
July Trans reimburse O & M From General Fund										
Permit #24-26 Deposit to wrong Acct - Transfer in May		(75.00)			75.00					Cash Transfer in May
Was recorded in G/L in April - Deposit was outstanding at end of April		75.00								
Cash moved in May										
Rock 30 Deposit Not Transferred		1,603.17						(1,603.17)		Transferred in July 24
4th of July Donation Transferred from Wrong Account Mar 2024		(100.00)						100.00		Cash Transfer in July
Delta Dental Deposit Posted in May G/L - Apr Bank - Gen Fund	(1 044.52)	1,044.52								Corrected in May
Delta Dental Deposit Posted in May G/L - Apr Bank -O&M	(190.79)							190.79		Corrected in May
Transfer for PW vehicle From 2023		(25,363.00)						25,363.00		Corrected in May 24
Overdraft fee duplicated and removed. It is still due to Disburs	34.50	(34.50)								Tranferred in Jun 24
Nov Voided Check not transferred #25567 - Voided in Dec	(30.00)	30.00								Tranferred in Jun 24
Sale of 2011 Ford Dmp Truck - Cash not transferred till June		8,250.50						(8,250.50)		Tranferred in Jun 24
Transfer from Gen Fund to O & M that is incorrect 1/29/24		143,000.00						(143,000.00)		to be Corrected in July 24
1/3/2024 Payroll Addition Error	(3.00)	3.00								Tranferred in Jun 24
01/17/24 Payroll Addition Error IMRF Paid Short	(30.00)	30.00								Cash Transferred 7/12/24
IMRF Deducted the $30.00 from the outstanding Credit balance 4/12/24										
IMRF Prior Year Credit Balance Applied 04/12/24 See Notes Below	(220.93)	220.93								Cash Transferred 7/12/24
IMRF Outstanding 04/10/24	**(5,731.11)**									
IMRF Outstanding 04/24/24	**(5,608.64)**									
Elan City Check Voided in April - Reissued in June	(8,250.00)	8,250.00								This was reissued in June
2 A/P Checks Cash not transferred 51.26 / 26.80	79.66							(79.66)		Corrected in June JE 6548/6551
Mars Payments - Deposits in Transit								46.28		
Web Payments - Deposits in Transit								518.95		
Outstanding Checks - Prior Months	(50.00)									
Outstanding Cks Apr	(875.00)									
Cardmember Services Outstanding pmt	(3,237.48)									
ComEd Invoice Processed Twice Dec & Jan	(22.61)	22.61								Cash Transferred in June JE 6934
ComEd Invoice Processed Twice Dec & Jan	(267.35)							267.35		Cash Transferred in June JE 6937

Com	ices 01/29/24 Processed for incorrect amts	(0.02)	0.02						Cash Transferred in June JE 6942
Com	Outstanding Invoices Pd Twice in Mar- Credit app in April	130.48	(130.48)						Cash Transfer in July Also JE 6982
Com	tanding Credit applied in May		16.71						Will need G/L Entry in May
Com	tanding Feb 24 Part of $1950.69 Pkt - Pd in June	(495.33)							Paid in June
Com	tanding Feb 24 Part of $1950.69 Pkt - Pd in June	(483.70)							Paid in June
Com	tanding Apr Invoices	(138.75)							Paid in May
Com	tanding Apr Invoices	(35.77)							Paid in May
Nov Error		(26.29)	26.29						Corrected in June
There was a bank transfer from Gen Fund In Nov to "Correct Balance"									
This will be transferred back to Gen Fund in June - G/L JE #6553 & 6904/6941									
Adjusted Bank Balance	2,000.00	1,724,968.09	47,504.66	500,867.14	402,007.96	351,310.47	200,000.00	2,225,414.73	**3,854.12**
General Ledger Beginning Balance	2,000.00	1,724,943.09	47,504.66	500,867.14	402,007.96	351,310.47	200,000.00	2,225,414.73	**3,854.12**
G/L Adjustments:									
Nov 23 Error Corrected in June 24		25.00							
G/L Final Adjusted Balance	2,000.00	1,724,968.09	**47,504.66**	**500,867.14**	**402,007.96**	**351,310.47**	**200,000.00**	**2,225,414.73**	**3,854.12**
Discrepencies	-	-	-	-	-	-	-	-	-

BANK RECONCILIATION

Ma 24

	Fund 99	Fund 01	Fund 01	Fund 15	Fund 17	Fund 24	Fund 41	incl acct 1165 Fund 51	Fund 90	
	Disbursing	**General**	**Police**	**MFT**	**Comm Dev**	**Stategic Reserve**	**G.O Bond**	**O & M**	**4th of July**	
Ban ces:										
Firs l Bank	55,277.93	185,930.06		48,015.74	287,815.36			393,152.97	3,769.21	Fund 41 moved to Fund 51 06/14/24
Illinois Funds		1,430,010.25	47,733.49	456,390.44		352,928.19		1,929,267.09		
EPAY (INB)		1,000.00	716.23					1,000.00		
Sweep Accounts							250,000.00			
Subtotals	55,277.93	1,616,940.31	48,449.72	504,406.18	287,815.36	352,928.19	250,000.00	2,323,420.06	3,769.21	
Bank Adjustments:										
Disbursing Interest - Dec Interest was not transferred until June 24	(247.64)	247.64								Tranferred in Jun 24
Disbursing Interest - May Interest	(400.90)	400.90								Tranferred in Jun 24
Telecom Tax Deposit in Transit		(443.86)			443.86					Tranferred in Jun 24
Cannabis Tax Deposit in Transit		(422.60)	422.60							Tranferred in Jun 24
Sales Tax Deposit in Transit		(29,507.29)						29,507.29		Tranferred in Jun 24
Check # 25782 Voided - Cash Transfer in July	(161.22)	161.22								Transferred in July 24
Permit #23-50 in G/L - Not in Bank - Sept 2023		(150.00)			150.00					Tranferred in Jun 24
Permit # 24-08 Deposit in Wrg Acct Mar G/L April Bank		(75.00)						75.00		Cash Transfer 7/8/24
Permit #24-46 Deposit in Wrg Acct May G/L June Bank Transfer		(75.00)			75.00					Cash Transfer 6/5/24
Cash was moved from O & M to Com Dev - S/B Gen to Com Dev										
July Trans reimburse O & M From General Fund										
Rock 39 Deposit Not Transferred		1,603.17						(1,603.17)		Transferred in July 24
4th of July Donation Transferred from Wrong Account Mar 2024		(100.00)						100.00		Cash Transfer in July
Overdraft fee duplicated and removed. It is still due to Disburs	34.50	(34.50)								Tranferred in Jun 24
Nov Voided Check not transferred #25567 - Voided in Dec	(30.00)	30.00								Tranferred in Jun 24
Sale of 2011 Ford Dmp Truck - Cash not transferred till June		8,250.50						(8,250.50)		Tranferred in Jun 24
Transfer from Gen Fund to O & M that is incorrect 1/29/24		143,000.00						(143,000.00)		to be Corrected in July 24
1/3/2024 Payroll Addition Error	(3.00)	3.00								Tranferred in Jun 24
01/17/24 Payroll Addition Error IMRF Paid Short	(30.00)	30.00								Cash Transferred 7/12/24
IMRF Deducted the $30.00 from the outstanding Credit balance 4/12/24										
IMRF Prior Year Credit Balance Applied 04/12/24 See Notes Below	(220.93)	220.93								Cash Transferred 7/12/24
IMRF Outstanding 05/08/24	**(5,856.31)**									
IMRF Outstanding 05/22/24	**(5,823.58)**									
IMRF Fractions April Paid in May	**(0.03)**	**0.03**								Cash Transfer 07/18/24 JE 6989
										4.00
Elan City Check Voided in April - Reissued in June	(8,250.00)	8,250.00								This was reissued in June
2 A/P Checks Cash not transferred 51.26 / 26.80	79.66							(79.66)		Corrected in June JE 6548/6551
Mars Payments - Deposits in Transit								25.00		
Outstanding Checks - Prior Months	(50.00)									
Outstanding Cks May	(29,721.50)									
Winn Co Treasurer Outstanding Drft May	(1,432.16)									
ComEd Invoice Processed Twice Dec & Jan	(22.61)	22.61								Cash Transferred in June JE 6934
ComEd Invoice Processed Twice Dec & Jan	(267.35)							267.35		Cash Transferred in June JE 6937
ComEd Invoices 01/29/24 Processed for incorrect amts	(0.02)	0.02								Cash Transferred in June JE 6942
ComEd Feb Outstanding Invoices Pd Twice in Mar- Credit app in Apri	130.48	(130.48)								Cash Transfer in July Also JE 6982
ComEd Outstanding Feb 24 Part of $1950.69 Pkt - Pd in June	(495.33)									Paid in June
ComEd Outstanding Feb 24 Part of $1950.69 Pkt - Pd in June	(483.70)									Paid in June
Nov Error	(26.29)	26.29								Corrected in June

Ther ank transfer from Gen Fund In Nov to "Correct Balance"
This nsferred back to Gen Fund in June - G/L JE #6553 & 6904/6941

Adju nk Balance	2,000.00	1,748,247.89	48,872.32	504,406.18	288,484.22	352,928.19	250,000.00	2,200,461.37	**3,769.21**
General Ledger Beginning Balance	2,000.00	1,748,222.89	48,872.32	504,406.18	288,484.22	352,928.19	250,000.00	2,200,576.42	**3,769.21**
G/L Adjustments:									
Nov 23 Error Corrected in June 24		25.00							
Check Returned - Not signed - Gesner 04-3080-00								**(63.90)**	Hold until June is reconciled
NSF Check Adjustment made 06/12/24 Schaffer 01-1900-02								**(51.15)**	G/L Adj in June
G/L Final Adjusted Balance	2,000.00	1,748,247.89	**48,872.32**	**504,406.18**	**288,484.22**	**352,928.19**	**250,000.00**	**2,200,461.37**	**3,769.21**
Discrepencies	0.00	-	-	-	-	-	-	-	-

BANK RECONCILIATION

Ju 024

	Fund 99 Disbursing	Fund 01 General	Fund 01 Police	Fund 15 MFT	Fund 17 Comm Dev	Fund 24 Stategic Reserve	Fund 41 G.O Bond	Fund 51 incl acct 1165 O & M	Fund 90 4th of July	
Bar ces:										
Firs al Bank	31,956.74	365,756.30		41,189.76	274,179.25			234,931.74	4,184.77	Fund 41 moved to Fund 51 6/14/24
Illin s		1,433,001.29	48,458.84	468,741.55		354,503.79		1,969,587.85		
EPA		1,000.00	706.33					1,000.00		
Sweep Accounts								250,000.00		
Subtotals	31,956.74	1,799,757.59	49,165.17	509,931.31	274,179.25	354,503.79	-	2,455,519.59	4,184.77	
Bank Adjustments:										
Disbursing Interest - May Interest	(601.30)	601.30								Tranferred in Jul 24
Telecom Tax Deposit in Transit		(505.33)			505.33					Tranferred in Jul 24
Cannabis Tax Deposit in Transit		(384.03)	384.03							Tranferred in Jul 24
Sales Tax Deposit in Transit		(33,720.14)						33,720.14		Tranferred in Jul 24
Check # 25782 Voided - Cash Transfer in July	(161.22)	161.22								Transferred in July 24
Permit # 24-08 Deposit in Wrg Acct Mar G/L April Bank		(75.00)						75.00		Cash Transfer 7/8/24
Cash was moved from O & M to Com Dev - S/B Gen to Com Dev										
July Trans reimburse O & M From General Fund										
UTV Permit #24-025 Cash not transferred					(100.00)				100.00	Cash Transfer 07/19/24
Rock 39 Deposit Not Transferred		1,603.17						(1,603.17)		Transferred in July 24
4th of July Donation Transferred from Wrong Account Mar 2024		(100.00)						100.00		Cash Transfer in July
Transfer Deposit in Transit - II Funds to INB		100,000.00								
Transfer from Gen Fund to O & M that is incorrect 1/29/24		143,000.00						(143,000.00)		to be Corrected in July 24
01/17/24 Payroll Addition Error IMRF Paid Short	(30.00)	30.00								Cash Transferred 7/12/24
IMRF Deducted the $30.00 from the outstanding Credit balance 4/12.24										
IMRF Prior Year Credit Balance Applied 04/12/24 See Notes Below	(220.93)	220.93								Cash Transferred 7/12/24
IMRF Outstanding 06/05/24	**(6,804.39)**									
IMRF Outstanding 06/19/24	**(6,492.12)**									
IMRF Fractions April Paid in May	**(0.03)**	**0.03**								Cash Transfer 07/18/24 JE 6989
IMRF Fractions May Paid in June	**(0.02)**	**0.02**								Cash Transfer 07/19/24 JE 6989
Mars Payments - Deposits in Transit								125.00		
Web Payments - Deposits in Transit								98.62		
Web Payments - Deposits in Transit								54.95		
CC Payment - Deposit in Transit								116.32		
IVR Payment - Deposit in Transit								20.00		
Outstanding Checks - Prior Months	(50.00)									
Outstanding Cks May	(13.25)									
Outstanding Cks June	(15,714.00)									
Comed Withdrew .04 for July bills in June - This will correct itself in July	0.04									No JE needed
ComEd Feb Outstanding Invoices Pd Twice in Mar- Credit app in Apr	130.48	(130.48)								Cash Transf in July Also JE 6982
Adjusted Bank Balance	2,000.00	2,010,459.28	49,549.20	509,931.31	274,584.58	354,503.79	-	2,345,226.45	**4,284.77**	
General Ledger Beginning Balance	2,000.00	2,010,459.28	49,549.20	509,931.31	274,584.58	354,503.79	-	2,345,290.35	**4,284.77**	
G/L Adjustments:										
Check Returned - Not signed - Gesner 04-3080-00								**(63.90)**		Customer Signed Check 07/22/24 Resubmitted to bank 07/22/24
G/L Final Adjusted Balance	2,000.00	2,010,459.28	**49,549.20**	**509,931.31**	**274,584.58**	**354,503.79**	-	**2,345,226.45**	**4,284.77**	
Discrepencies	0.00	-	-	-	-	-	-	-	-	

SECTION 2:

BUDGET DETAILS

Revenue & Expenditures Report
as of July 31, 2024

58.33% OF FISCAL

		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGE BALANC
FUND- 01 -GENERAL FUND						
REVENUES						
01-300	CORPORATE TAX W/C	230,920.00	1,616.11	123,159.57	53.33	107,760
01-303	AUDIT TAX W/C	270.00	2.21	168.42	62.38	101
01-304	POLICE TAX W/C	275,430.00	1,927.92	146,921.72	53.34	128,508
01-305	IMRF W/C TAX	270.00	2.21	168.42	62.38	101
01-306	REVENUE RECAPTURE	2,500.00	8.40	640.37	25.61	1,859
01-308	TORT JUDGEMENT-LIAB INS W/C	270.00	2.21	168.42	62.38	101
01-309	ROAD BRIDGE TRANSFER IN W/C	12,100.00	163.44	7,594.77	62.77	4,505
01-315	COM ED UTILITY TAX	110,000.00	3,442.96	54,000.69	49.09	55,999
01-328	HEAVY LOAD PERMITS	500.00	0.00	220.00	44.00	280
01-341	INCOME TAX/LGDF	493,920.00	49,055.85	327,083.51	66.22	166,836
01-342	PPRT - REPLACEMENT TAX	50,000.00	7,419.14	29,506.69	59.01	20,493
01-343	IGA WHS RESOURCE OFFICER	98,813.00	23,836.63	71,336.63	72.19	27,476
01-344	POLICE GRANTS	30,000.00	0.00	19,559.00	65.20	10,441
01-345	SALES & RELATED TAX /MT	580,000.00	45,867.54	323,610.81	55.79	256,389
01-346	CANNABIS	4,822.00	391.49	2,837.29	58.84	1,984
01-347	POLICE TRAINING/CONF REIMBURS	0.00	0.00	0.00	0.00	0
01-348	POLICE SALARY REIMBRSMNT ILEAS	0.00	0.00	0.00	0.00	0
01-349	LOCAL USE TAX	125,244.00	8,860.05	67,065.93	53.55	58,178
01-350	POLICE ADMIN. TOWING FINES	10,000.00	1,000.00	4,500.00	45.00	5,500
01-351	POLICE FINES	14,000.00	1,200.50	5,813.88	41.53	8,186
01-353	DUI FINES/SPEC VEHICLE	1,200.00	89.69	1,870.91	155.91 (	670
01-370	OTHER REVENUE	1,500.00	0.00	0.00	0.00	1,500
01-371	GRANTS	0.00	0.00	0.00	0.00	0
01-375	ROCK 39 ADMIN	6,756.00	564.04	4,957.75	73.38	1,798
01-381	INTEREST	84,000.00	0.00	47,315.91	56.33	36,684
01-382	VERIZON WATER TOWER RENT	4,950.00	412.50	2,887.50	58.33	2,062
01-385	VEHICLE/EQUIPMENT SALES	0.00	0.00	8,250.50	0.00 (	8,250
01-388	MISC INCOME	3,000.00	5.00	366.29	12.21	2,633
01-389	EXCISE TAX	29,000.00	2,047.32	16,720.62	57.66	12,279
01-399	TRANSFER IN	128,000.00	89.69	89.69	0.07	127,910
TOTAL REVENUES		2,297,465.00	148,004.90	1,266,815.29	55.14	1,030,649
EXPENDITURES						
GENERAL ADMINISTRATIVE						
01-41-421	OFFICE SALARIES	24,353.00	4,933.07	27,020.13	110.95 (	2,667
01-41-426	DEPUTY CLERK	48,401.00	5,588.01	30,350.12	62.71	18,050
01-41-427	TREASURER	53,760.00	7,300.00	26,399.16	49.11	27,360

58.33% OF FISCAL

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGE BALANC
01-41-429 VILLAGE ADMINISTRATOR	36,632.00	3,468.48	13,295.83	36.30	23,336
01-41-431 ELECTED OFFICIALS	27,000.00	2,233.33	15,483.31	57.35	11,516
01-41-451 HEALTH INSURANCE	28,834.00	1,277.84	6,367.60	22.08	22,466
01-41-452 HEALTH INS. DEDUCTIBLE REIMBUR	2,000.00	0.00	0.00	0.00	2,000
01-41-453 IDES/UNEMPLOYMENT INSURANCE	347.00	102.46	369.89	106.60 (	22
01-41-461 ADM SOCIAL SECURITY	11,789.00	1,458.43	6,862.99	58.22	4,926
01-41-463 ADM MEDICARE	2,757.00	341.09	1,605.14	58.22	1,151
01-41-465 IMRF BENEFITS	13,541.00	1,767.06	7,729.87	57.08	5,811
01-41-512 OFFICE & COMPUTER EQUIPMENT	16,180.00	30.41	12,606.39	77.91	3,573
01-41-521 WINGIS	625.00	198.15	682.35	109.18 (	57
01-41-530 PROFESSIONAL FEES/MISC	21,500.00	208.83	2,299.79	10.70	19,200
01-41-531 AUDIT	16,761.00	0.00	13,000.00	77.56	3,761
01-41-532 ENGINEERING	5,000.00	0.00	2,319.50	46.39	2,680
01-41-533 LEGAL	27,500.00	5,977.40	11,039.40	40.14	16,460
01-41-551 POSTAGE	1,400.00	136.00	341.63	24.40	1,058
01-41-552 TELEPHONE & INTERNET	3,050.00	0.00	1,598.11	52.40	1,451
01-41-554 PUBLISHING/ADVERTISMENTS	1,100.00	0.00	667.38	60.67	432
01-41-560 EMPLOYEE WELFARE	600.00	194.18	525.06	87.51	74
01-41-561 DUES/MEMBERSHIPS/SUBSCRIPTIONS	1,700.00	160.98	1,193.12	70.18	506
01-41-562 TRAVEL EXPENSES	1,950.00	459.58	636.19	32.63	1,313
01-41-563 TRAINING/TUITION	2,000.00	0.00	875.00	43.75	1,125
01-41-564 CONFERENCES	7,000.00	0.00	250.00	3.57	6,750
01-41-565 CIVIC WEBSITE	8,200.00	0.00	7,967.40	97.16	232
01-41-566 CODIFICATION OF ORDINANCES	25,000.00	0.00	0.00	0.00	25,000
01-41-593 EQUIP/SOFTWARE MAINT/LEASE	11,949.00	541.75	5,981.64	50.06	5,967
01-41-594 IML/RENEWAL CONTRIBUTION	6,500.00	0.00	0.00	0.00	6,500
01-41-595 IML RISK MNG CLAIMS HAIL 2020	0.00	0.00	0.00	0.00	0
01-41-653 BUILDING WATER USAGE	350.00	23.61	171.11	48.89	178
01-41-658 MISC. EXPENSES	350.00	53.00	282.85	80.81	67
01-41-659 OFFICE SUPPLIES	3,500.00	387.40	2,389.67	68.28	1,110
01-41-660 PRINTING	4,000.00	0.00	164.50	4.11	3,835
01-41-661 OFFICE MAINTENANCE	8,700.00	732.00	3,037.06	34.91	5,662
01-41-701 SULLIVAN'S PAYBACK AGREEMNT	20,840.00	0.00	19,668.09	94.38	1,171
01-41-702 PROPERTY TAX REFUNDS	950.00	0.00	0.00	0.00	950
01-41-831 LARGE EQUIP. PURCHASE-FIXED AS	0.00	0.00	0.00	0.00	0
01-41-832 CONTINGENCY	16,450.00	65.79	65.79	0.40	16,384
01-41-833 EQUIPMENT SINKING FUND	5,000.00	0.00	0.00	0.00	5,000
01-41-953 CURES ACT 2020	0.00	0.00	0.00	0.00	0
01-41-959 TRANSFER OUT	0.00	(40.31)	1,959.69	0.00 (	1,959
TOTAL GENERAL ADMINISTRATIVE	467,569.00	37,598.54	225,205.76	48.17	242,363
STREET DEPARTMENT					
01-42-422 PUBLIC WORKS ASSISTANT	0.00	7,777.60	27,114.82	0.00 (	27,114
01-42-423 PART-TIME WAGES	4,200.00	559.44	1,369.00	32.60	2,831
01-42-424 SUPERVISOR STREETS/FLEETS	66,150.00	7,637.25	40,615.66	61.40	25,534
01-42-428 PUBLIC WORKS WAGES	93,100.00	2,993.70	15,715.49	16.88	77,384
01-42-451 HEALTH INSURANCE	29,450.00	1,154.39	8,079.66	27.44	21,370
01-42-452 HEALTH INS. DEDUCTIBLE REIMBUR	2,000.00	0.00	0.00	0.00	2,000
01-42-453 IDES/UNEMPLOYMENT INSURANCE	231.00	24.60	251.34	108.81 (	20
01-42-461 ADM SOCIAL SECURITY	10,020.00	1,176.05	5,212.17	52.02	4,807

58.33% OF FISCAL

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGE BALANC
01-42-463 ADM MEDICARE	2,344.00	275.09	1,219.11	52.01	1,124
01-42-465 IMRF BENEFITS	13,214.00	1,527.97	6,785.50	51.35	6,428
01-42-511 MAINT. SERVICE-BUILDING	17,500.00	0.00	221.21	1.26	17,278
01-42-512 OFFICE & COMPUTER EQUIPMENT	1,500.00	0.00	255.87	17.06	1,244
01-42-513 MAINT. SERVICE-VEHICLES	12,000.00	0.00	8,371.87	69.77	3,628
01-42-514 MAINT. SERVICE-STREET	112,000.00	777.38	29,679.89	26.50	82,320
01-42-515 MAINT. SERVICE-SIDEWALKS	50,000.00	828.48	18,192.88	36.39	31,807
01-42-518 MAINT. SERVICE -EQUIPMENT	14,000.00	1,230.15	2,571.42	18.37	11,428
01-42-520 STREET PROJECT	100,000.00	0.00	0.00	0.00	100,000
01-42-521 WINGIS	750.00	198.15	682.35	90.98	67
01-42-530 PROFESSIONAL FEES/MISC	750.00	0.00	566.16	75.49	183
01-42-532 ENGINEERING	24,000.00	0.00	1,803.00	7.51	22,197
01-42-535 TREE REMOVAL/TRIMMING	8,000.00	0.00	2,400.00	30.00	5,600
01-42-552 TELEPHONE & INTERNET	5,000.00	0.00	1,927.55	38.55	3,072
01-42-576 COM ED / STREET LIGHTS	40,000.00	0.00	23,863.02	59.66	16,136
01-42-594 IML/RENEWAL CONTRIBUTION	12,000.00	0.00	0.00	0.00	12,000
01-42-651 OPERATING SUPPLIES/MISC. EXPEN	8,000.00	183.95	6,035.20	75.44	1,964
01-42-655 FUEL/GREASE/OIL	20,000.00	622.70	8,073.54	40.37	11,926
01-42-831 LARGE EQUIP. PURCHASE-FIXED AS	0.00	0.00	32,149.50	0.00	(32,149
01-42-832 EQUIPMENT SINKING FUND	0.00	0.00	0.00	0.00	0
01-42-833 STREET SINKING FUND	0.00	0.00	0.00	0.00	0
01-42-959 TRANSFER OUT	97,000.00	0.00	0.00	0.00	97,000
TOTAL STREET DEPARTMENT	743,209.00	26,966.90	243,156.21	32.72	500,052
POLICE					
01-43-421 OFFICE SALARIES	7,500.00	0.00	0.00	0.00	7,500
01-43-422 POLICE CHIEF	105,000.00	11,974.74	63,130.90	60.12	41,869
01-43-423 PART-TIME OFFICERS	5,000.00	2,052.00	1,500.00	30.00	3,500
01-43-424 FULL-TIME OFFICERS	409,300.00	65,879.01	229,045.50	55.96	180,254
01-43-425 POLICE OVERTIME	18,000.00	2,773.11	6,365.42	35.36	11,634
01-43-427 SCHOOL RESOURCE OFFICER	75,676.00	0.00	35,333.46	46.69	40,342
01-43-451 HEALTH INSURANCE	113,000.00	9,461.36	55,939.38	49.50	57,060
01-43-452 HEALTH INS. DEDUCTIBLE REIMBUR	2,000.00	0.00	0.00	0.00	2,000
01-43-453 IDES/UNEMPLOYMENT INSURANCE	966.00	212.64	930.39	96.31	35
01-43-461 ADM SOCIAL SECURITY	38,780.00	5,126.11	20,793.25	53.62	17,986
01-43-463 ADM MEDICARE	9,069.00	1,198.84	4,862.90	53.62	4,206
01-43-465 IMRF BENEFITS	51,085.00	6,862.33	26,352.63	51.59	24,732
01-43-470 QUARTERMASTER/UNIFORMS	6,500.00	138.80	3,913.28	60.20	2,586
01-43-471 VESTS	2,000.00	600.63	1,508.23	75.41	491
01-43-512 OFFICE & COMPUTER EQUIPMENT	13,500.00	0.00	6,183.62	45.80	7,316
01-43-513 IGA-RECORDS MANAGEMENT SFTWRE	5,247.00	0.00	0.00	0.00	5,247
01-43-514 A/V COMMUNICATIONS	22,152.00	0.00	5,058.00	22.83	17,094
01-43-516 POLICE GARAGE MAINTENANCE	2,000.00	0.00	32.98	1.65	1,967
01-43-520 SQUAD CAR MAINTENANCE (ALL)	11,000.00	68.14	1,832.53	16.66	9,167
01-43-521 WINGIS	310.00	99.08	341.18	110.06	(31
01-43-523 SQD 120 MAINTENANCE	0.00	0.00	0.00	0.00	0
01-43-525 SQD 117 MAINTENANCE	0.00	0.00	0.00	0.00	0
01-43-530 PROFESSIONAL FEES/MISC.	11,135.00	139.13	1,360.12	12.21	9,774
01-43-531 911 DISPATCH SERVICES	19,286.00	4,761.84	14,285.52	74.07	5,000
01-43-533 LEGAL	12,000.00	1,951.70	2,936.00	24.47	9,064

58.33% OF FISCAL

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGE BALANC
01-43-534 LEXIPOL	4,851.00	0.00	0.00	0.00	4,851
01-43-540 NEW HIRE PHYSICAL/PSYCH EXAMS	2,500.00	0.00	1,240.00	49.60	1,260
01-43-551 POSTAGE	250.00	24.69	64.46	25.78	185
01-43-552 TELEPHONE & INTERNET	3,150.00	0.00	1,458.86	46.31	1,691
01-43-553 CELL PHONES	3,780.00	0.00	2,031.08	53.73	1,748
01-43-561 DUES/MEMBERSHIPS/SUBSCRIPTIONS	700.00	0.00	0.00	0.00	700
01-43-562 TRAVEL EXPENSES	1,000.00	49.31	49.31	4.93	950
01-43-563 TRAINING/TUITION	10,000.00	0.00	1,565.00	15.65	8,435
01-43-594 IML/RENEWAL CONTRIBUTION	31,000.00	0.00	0.00	0.00	31,000
01-43-653 POLICE GARAGE WATER USAGE	150.00	71.22	159.44	106.29	(9
01-43-655 FUEL/GREASE/OIL	18,000.00	0.00	8,728.53	48.49	9,271
01-43-658 MISC. EXPENSES	4,000.00	381.43	1,474.93	36.87	2,525
01-43-660 PRINTING	500.00	0.00	333.24	66.65	166
01-43-830 SMALL EQUIP. PURCH OR RENTAL	20,300.00	0.00	8,250.00	40.64	12,050
01-43-831 LARGE EQUIP. PURCH-FIXED ASSET	21,000.00	1,220.17	9,920.17	47.24	11,079
01-43-832 EQUIPMENT SINKING FUND	25,000.00	0.00	0.00	0.00	25,000
01-43-953 GRANTS	0.00	0.00	0.00	0.00	0
01-43-959 TRANSFER OUT	0.00	0.00	0.00	0.00	0
TOTAL POLICE	1,086,687.00	115,046.28	516,980.31	47.57	569,706
TOTAL EXPENDITURES	2,297,465.00	179,611.72	985,342.28	42.89	1,312,122
REVENUES OVER/(UNDER) EXPENDITURES	0.00	(31,606.82)	281,473.01		(281,473

FUND- 15 -MFT FUND

REVENUES

15-343	MOTOR FUEL TAX	68,385.00	5,778.55	37,198.72	54.40	31,186
15-346	TRANSPORTATION RENEWAL FUND	55,860.00	5,504.89	36,271.55	64.93	19,588
15-350	REBUILD IL BOND FUND GRANT	0.00	0.00	0.00	0.00	0
15-381	INTEREST	13,200.00	0.00	13,089.28	99.16	110
15-399	TRANSFER IN	311,055.00	0.00	0.00	0.00	311,055
TOTAL REVENUES		448,500.00	11,283.44	86,559.55	19.30	361,940

EXPENDITURES

MFT

15-46-501	MISC EXPENSE	0.00	0.00	0.00	0.00	0
15-46-502	ENGINEERING - MFT	48,000.00	0.00	28,839.62	60.08	19,160
15-46-576	COM ED **	0.00	0.00	0.00	0.00	0

58.33% OF FISCAL

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGE BALANC
15-46-850 MFT ROAD PROJECT	400,500.00	0.00	0.00	0.00	400,500
TOTAL MFT	448,500.00	0.00	28,839.62	6.43	419,660
TOTAL EXPENDITURES	448,500.00	0.00	28,839.62	6.43	419,660
REVENUES OVER/(UNDER) EXPENDITURES	0.00	11,283.44	57,719.93	(	57,719
FUND- 17 -COMMUNITY DEV FUND					
REVENUES					
17-307 DEVELOPMENT ESCROW	20,000.00	0.00	0.00	0.00	20,000
17-329 PERMITS/INSPECTION FEES	15,500.00	2,125.00	19,225.25	124.03 (	3,725
17-330 CODE ENFORCEMENT FINES	1,500.00	0.00	0.00	0.00	1,500
17-371 GRANTS	0.00	0.00	0.00	0.00	0
17-381 INTEREST	6,900.00	0.00	8,402.29	121.77 (	1,502
17-382 VERIZON WATER TOWER RENT	9,900.00	825.00	5,775.00	58.33	4,125
17-385 LIGHTED DIAMOND FEES	0.00	0.00	0.00	0.00	0
17-386 UTV REGISTRATION FEES	5,000.00	200.00	2,700.00	54.00	2,300
17-387 FRANCHISE FEES	23,000.00	3,849.37	12,739.44	55.39	10,260
17-388 MISC INCOME	500.00	200.00	2,025.00	405.00 (	1,525
17-389 EXCISE TAX	5,800.00	409.46	3,344.12	57.66	2,455
17-390 LIQUOR LICENSE FEES	20,250.00	6,500.00	19,250.00	95.06	1,000
17-391 GAMING LICENSE FEE	30.00	0.00	8,520.00	8,400.00 (	8,490
17-392 VIDEO GAMING	83,500.00	8,102.14	48,735.73	58.37	34,764
17-399 TRANSFER IN	182,150.00	0.00	0.00	0.00	182,150
TOTAL REVENUES	374,030.00	22,210.97	130,716.83	34.95	243,313
EXPENDITURES					
COMMUNITY DEVELOPMENT					
17-47-421 OFFICE SALARIES	5,614.00	591.92	3,575.09	63.68	2,038
17-47-422 CODE ENFORCEMENT OFFICER	12,000.00	960.00	7,680.00	64.00	4,320
17-47-423 BUILDING INSPECTOR	12,000.00	1,000.00	8,000.00	66.67	4,000
17-47-424 ELECTRICAL INSPECTOR	8,650.00	375.00	2,634.75	30.46	6,015
17-47-429 VILLAGE ADMINISTRATOR	36,632.00	3,458.07	13,255.94	36.19	23,376
17-47-450 CODE ENFORCEMENT FINE COSTS	1,500.00	0.00	0.00	0.00	1,500
17-47-451 HEALTH INSURANCE	8,175.00	0.00	0.00	0.00	8,175
17-47-452 HEALTH INS. DEDUCTIBLE REIMBUR	334.00	0.00	0.00	0.00	334
17-47-453 IDES/UNEMPLOYMENT INSURANCE	231.00	30.16	74.76	32.36	156
17-47-461 ADM SOCIAL SECURITY	2,898.00	254.62	1,138.99	39.30	1,759

58.33% OF FISCAL

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGE BALANC
17-47-463 ADM MEDICARE	678.00	59.54	266.35	39.28	411
17-47-465 IMRF BENEFITS	3,880.00	309.73	1,306.00	33.66	2,574
17-47-530 PROFESSIONAL FEES	2,000.00	0.00	2,169.00	108.45	(169
17-47-532 ENGINEERING	3,500.00	0.00	0.00	0.00	3,500
17-47-533 LEGAL	20,000.00	614.60	3,838.80	19.19	16,161
17-47-561 DUES/MEMBERSHIPS/SUBSCRIPTIONS	4,500.00	625.00	2,500.00	55.56	2,000
17-47-576 COM ED **	865.00	0.00	244.49	28.26	620
17-47-658 MISC. EXPENSES	5,123.00	29.99	1,300.15	25.38	3,822
17-47-701 COMMUNITY DEVELOPMENT	50,000.00	0.00	0.00	0.00	50,000
17-47-832 PARK EQUIPMENT SINKING FUND	2,000.00	0.00	0.00	0.00	2,000
17-47-900 PRESIDENTIAL CONTINGENCY	1,200.00	0.00	0.00	0.00	1,200
17-47-911 COMMUNITY EXPENSES	4,250.00	0.00	1,763.16	41.49	2,486
17-47-912 COMMUNITY PROJECTS	170,000.00	137.50	137,217.73	80.72	32,782
17-47-953 GRANTS	0.00	0.00	0.00	0.00	0
17-47-959 TRANSFER OUT	18,000.00	200.00	3,700.00	20.56	14,300
TOTAL COMMUNITY DEVELOPMENT	374,030.00	8,646.13	190,665.21	50.98	183,364
TOTAL EXPENDITURES	374,030.00	8,646.13	190,665.21	50.98	183,364
REVENUES OVER/(UNDER) EXPENDITURES	0.00	13,564.84	(59,948.38)		59,948

FUND- 24 -STRATEGIC RESERVE CAPITAL

REVENUES

24-381 INTEREST	12,500.00	0.00	8,503.79	68.03	3,996
24-399 TRANSFER IN	346,000.00	0.00	346,000.00	100.00	0
TOTAL REVENUES	358,500.00	0.00	354,503.79	98.89	3,996

EXPENDITURES

STRATEGIC RESERVES

24-45-959 TRANSFER OUT	346,000.00	0.00	0.00	0.00	346,000
TOTAL STRATEGIC RESERVES	346,000.00	0.00	0.00	0.00	346,000
TOTAL EXPENDITURES	346,000.00	0.00	0.00	0.00	346,000
REVENUES OVER/(UNDER) EXPENDITURES	12,500.00	0.00	354,503.79		(342,003

VILLAGE OF WINNEBAGO
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JULY 31ST, 2024

58.33% OF FISCAL

		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGE BALANC
FUND- 41 -SWEEP (FORMER GO BOND)						
REVENUES						
41-305	GO BOND TAX W/C	0.00	0.00	0.00	0.00	0
41-381	INTEREST	1,000.00	0.00	1,432.25	143.23	(432
41-385	AMERICAN RESCUE PLAN	0.00	0.00	0.00	0.00	0
41-388	MISC INCOME	0.00	0.00	0.00	0.00	0
41-399	TRANSFER IN	0.00	0.00	50,000.00	0.00	(50,000
TOTAL REVENUES		1,000.00	0.00	51,432.25	5,143.23	(50,432
EXPENDITURES						
BOND - O & M						
41-44-959	TRANSFER OUT	0.00	0.00	793,955.47	0.00	(793,955
	TOTAL BOND - O & M	0.00	0.00	793,955.47	0.00	(793,955
TOTAL EXPENDITURES		0.00	0.00	793,955.47	0.00	(793,955
REVENUES OVER/(UNDER) EXPENDITURES		1,000.00	0.00	(742,523.22)		743,523
FUND- 51 -OPERATION & MAINTENANCE						
REVENUES						
51-344	GRANTS	265,000.00	0.00	0.00	0.00	265,000
51-345	SALES TAX (1%)	430,000.00	34,057.54	239,602.91	55.72	190,397
51-361	WATER SALES	313,020.00	33,251.70	175,151.74	55.96	137,868
51-362	CAPITAL CHARGES	495,800.00	49,584.06	270,632.97	54.59	225,167
51-363	GARBAGE CHARGES	223,392.00	20,579.95	132,398.78	59.27	90,993
51-364	PRE-PAID WATER/SEWER	2,000.00	239.60	(585.79)	29.29-	2,585
51-365	WATER FIXED ADMIN CHARGES	172,670.00	16,775.17	111,429.57	64.53	61,240
51-367	WATER HOOK-UP FEE	11,000.00	0.00	0.00	0.00	11,000
51-368	SEWER HOOK-UP FEE	12,000.00	0.00	0.00	0.00	12,000
51-373	ROCK 39 EQUIPMENT	15,000.00	0.00	0.00	0.00	15,000
51-374	ROCK 39 SALARY REIMBURSEMENT	65,740.00	5,358.38	47,098.61	71.64	18,641
51-375	ROCK 39 FUEL/MILEAGE REIMB.	13,840.00	1,128.08	9,915.50	71.64	3,924
51-376	RECAPTURE FEES	10,000.00	0.00	0.00	0.00	10,000

VILLAGE OF WINNEBAGO
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JULY 31ST, 2024

58.33% OF FISCAL

		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGE BALANC
51-381	INTEREST	78,750.00	0.00	57,187.10	72.62	21,562
51-382	VERIZON WATER TOWER RENT	4,950.00	412.50	2,887.50	58.33	2,062
51-385	VEHICLE/EQUIPMENT SALES	15,000.00	0.00	8,250.51	55.00	6,749
51-388	MISC INCOME	1,000.00	0.00	15,650.00	1,565.00 (	14,650
51-390	LOSS ON DISPOSAL OF ASSETS	0.00	0.00	0.00	0.00	0
51-393	METER SALES	3,000.00	0.00	0.00	0.00	3,000
51-395	UTIL INCOME/SHUT OFF NOTICE	2,000.00	0.00	1,333.39	66.67	666
51-399	TRANSFER IN	519,642.00	0.00	447,955.47	86.20	71,686
TOTAL REVENUES		2,653,804.00	161,386.98	1,518,908.26	57.24	1,134,895
EXPENDITURES						
O & M						
51-44-421	OFFICE SALARIES	82,160.00	8,586.92	44,500.61	54.16	37,659
51-44-422	ROCK 39 SALARY	0.00	0.00	0.00	0.00	0
51-44-423	PART-TIME WAGES	5,600.00	1,305.36	3,194.32	57.04	2,405
51-44-425	METER READER/LAB ASSISTANT	0.00	298.41	17,721.05	0.00 (	17,721
51-44-426	DIRECTOR PUBLIC WORKS	80,587.00	8,981.04	47,415.41	58.84	33,171
51-44-428	PUBLIC WORKS WAGES	90,682.00	10,024.95	37,823.27	41.71	52,858
51-44-429	VILLAGE ADMINISTRATOR	36,632.00	3,458.07	13,255.94	36.19	23,376
51-44-451	HEALTH INSURANCE	34,180.00	1,504.26	9,847.50	28.81	24,332
51-44-452	HEALTH INS. DEDUCTIBLE REIMBUR	2,000.00	0.00	0.00	0.00	2,000
51-44-453	IDES/UNEMPLOYMENT INSURANCE	733.00	129.27	535.72	73.09	197
51-44-461	ADM SOCIAL SECURITY	18,331.00	1,846.98	9,506.80	51.86	8,824
51-44-463	ADM MEDICARE	4,288.00	431.94	2,223.33	51.85	2,064
51-44-465	IMRF BENEFITS	24,075.00	2,364.18	12,461.66	51.76	11,613
51-44-512	OFFICE & COMPUTER EQUIPMENT	13,000.00	0.00	1,829.73	14.07	11,170
51-44-519	MAINTENANCE SERVICE - EQUIPTME	17,500.00	(802.05)	18,357.95	104.90 (	857
51-44-521	WINGIS	2,000.00	495.37	1,705.81	85.29	294
51-44-530	PROFESSIONAL FEES/MISC	2,500.00	0.00	1,342.60	53.70	1,157
51-44-531	SPECIAL AUDIT	0.00	0.00	0.00	0.00	0
51-44-532	ENGINEERING	180,000.00	9,468.71	32,257.71	17.92	147,742
51-44-533	CELLULAR METER MONTHLY FEES	12,000.00	0.00	6,966.40	58.05	5,033
51-44-534	LEGAL	2,000.00	313.60	413.60	20.68	1,586
51-44-540	PRE-EMPLOYMENT PHYSICAL	500.00	0.00	170.00	34.00	330
51-44-541	METER UPGRADE	55,000.00	5,188.67	5,188.67	9.43	49,811
51-44-542	WATER UPGRADE	750,000.00	0.00	21,245.11	2.83	728,754
51-44-543	ALARM SYS./TELEPHONE/INTERNET	7,000.00	0.00	3,277.10	46.82	3,722
51-44-544	IEPA LOAN -WATER TOWER	97,940.00	(48,969.92)	97,939.84	100.00	0
51-44-551	POSTAGE	15,000.00	949.04	6,218.04	41.45	8,781
51-44-552	CELL PHONES	2,500.00	0.00	1,296.76	51.87	1,203
51-44-554	PUBLISHING/ADVERTISMENTS	1,500.00	0.00	143.00	9.53	1,357
51-44-562	TRAVEL EXPENSES	1,000.00	0.00	0.00	0.00	1,000
51-44-563	TRAINING/TUITION	2,500.00	0.00	318.93	12.76	2,181
51-44-571	NI GAS / WELLS	4,500.00	0.00	1,175.34	26.12	3,324

58.33% OF FISCAL

		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGE BALANC
51-44-573	GARBAGE	220,596.00	18,540.90	129,468.57	58.69	91,127
51-44-576	COM ED **	20,000.00	135.45	10,829.89	54.15	9,170
51-44-579	WATER ANALYSIS	7,500.00	181.50	2,620.40	34.94	4,879
51-44-580	EPA PERMIT FEES	2,500.00	0.00	0.00	0.00	2,500
51-44-593	EQUIP/SOFTWARE MAINT/LEASE	7,500.00	0.00	660.00	8.80	6,840
51-44-594	IML/RENEWAL CONTRIBUTION	18,000.00	0.00	0.00	0.00	18,000
51-44-651	OPERATING SUPPLIES/MISC. EXPEN	55,000.00	777.32	48,899.26	88.91	6,100
51-44-653	BUILDING WATER USAGE	750.00	76.72	440.53	58.74	309
51-44-654	WATER DEPOSIT REFUND EXPENSE	0.00	0.00	0.00	0.00	0
51-44-655	FUEL/GREASE/OIL	20,000.00	622.69	8,012.95	40.06	11,987
51 44 656	CHEMICALS	7,500.00	474.22	2,425.19	32.34	5,074
51-44-659	OFFICE SUPPLIES	0.00	0.00	201.61	0.00	(201
51-44-660	PRINTING	4,800.00	76.16	1,219.11	25.40	3,580
51-44-701	SULLIVAN'S PAYBACK AGREEMNT	6,950.00	0.00	6,852.11	98.59	97
51-44-702	FOUR RIVERS SAN. AUTH. IGA	422,000.00	0.00	391,111.26	92.68	30,888
51-44-703	RECAPTURE FEES	18,000.00	0.00	0.00	0.00	18,000
51-44-829	ROCK 39 EQUIPMENT PURCHASES	15,000.00	0.00	1,032.74	6.88	13,967
51-44-830	SMALL EQUIP. PURCHASE OR RENTA	10,000.00	3,973.40	7,766.02	77.66	2,233
51-44-831	LARGE EQUIP. PURCHASE-FIXED AS	12,000.00	0.00	0.00	0.00	12,000
51-44-832	ASSETS CAPITALIZED	0.00	0.00	162.88	0.00	(162
51-44-833	CONTINGENCY	0.00	0.00	0.00	0.00	0
51-44-834	EQUIPMENT SINKING FUND	0.00	0.00	0.00	0.00	0
51-44-951	DEPRECIATION EXPENSE	260,000.00	0.00	32,149.50	12.37	227,850
51-44-953	GRANTS	0.00	0.00	0.00	0.00	0
51-44-959	TRANSFER OUT	0.00	0.00	50,000.00	0.00	(50,000
51-44-999	SPECIAL ITEM EXPENSE	0.00	0.00	0.00	0.00	0
TOTAL O & M		2,653,804.00	30,433.16	1,092,184.22	41.16	1,561,619
TOTAL EXPENDITURES		2,653,804.00	30,433.16	1,092,184.22	41.16	1,561,619
REVENUES OVER/(UNDER) EXPENDITURES		0.00	130,953.82	426,724.04		(426,724

FUND- 90 -VILLAGE EVENTS

REVENUES

90-350	DONATIONS	2,000.00	2,841.00	3,941.00	197.05	(1,941
90-351	FUNDRAISERS	0.00	0.00	0.00	0.00	0
90-352	MERCHANDISE SALES	0.00	0.00	0.00	0.00	0
90-353	FESTIVAL SALES	0.00	0.00	0.00	0.00	0
90-381	INTEREST	280.00	0.00	105.90	37.82	174
90-382	VENDOR FEES	0.00	0.00	0.00	0.00	0
90-387	SPONSOR ADS	0.00	0.00	0.00	0.00	0
90-388	MISC. INCOME	0.00	0.00	0.00	0.00	0
90-399	TRANSFER IN	18,000.00	6,330.00	9,830.00	54.61	8,170
TOTAL REVENUES		20,280.00	9,171.00	13,876.90	68.43	3

VILLAGE OF WINNEBAGO
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JULY 31ST, 2024

58.33% OF FISCAL

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGE BALANC
EXPENDITURES					
FOURTH OF JULY					
90-48-423 FESTIVAL LABOR	0.00	0.00	0.00	0.00	0
90-48-530 SECURITY	0.00	0.00	0.00	0.00	0
90-48-554 PUBLISHING/ADVERTISING	0.00	0.00	0.00	0.00	0
90-48-560 ENTERTAINMENT	0.00	0.00	0.00	0.00	0
90-48-572 MERCHANDISE	0.00	0.00	0.00	0.00	0
90-48-651 OPERATIONS/ MISC SUPPLIES	0.00	0.00	0.00	0.00	0
90-48-655 CONCESSIONS	0.00	0.00	0.00	0.00	0
90-48-658 MISC EXPENSES	150.00	0.00	0.00	0.00	150
90-48-915 VENDOR TICKET SALES	0.00	0.00	0.00	0.00	0
90-48-916 FIREWORKS	18,100.00	9,000.00	18,100.00	100.00	0
TOTAL FOURTH OF JULY	18,250.00	9,000.00	18,100.00	99.18	150
TOTAL EXPENDITURES	18,250.00	9,000.00	18,100.00	99.18	150
REVENUES OVER/(UNDER) EXPENDITURES	2,030.00	171.00	(4,223.10)		6,253

LINE-ITEM TRANSFERS

NONE

CONSTRUCTION IN PROGRESS

Com Ed Utility Tracking

Sullivan's Tax Rebate Agreement

Large Project Tracking

Grant Tracking

Village Debt

Village Revenue

Approved Expenses 2024

Month Ending: 06/30/24

Tracking construction and engineering payments for large projects in the fiscal year.

Last Updated: 06/26/24

Budget Amount

DATE	TASK ORDER	PROJECT	AMOUNT	ENGINEERING	2022	2023	JAN-JUL	AUG	SEP	OCT	NOV	DEC	TOTAL PAID	ADJ	BALANCE
06/13/22		Water Main Project-ENG.		$ 19,500.00	$ 9,040.00								$ 9,040.00	$ -	$ 10,460.00
11/14/22	PRJ: 22-1342	IEPA Project Plan-ENG.		$ 25,000.00	$ 4,375.00	$ 13,125.00	$ 7,300.00						$ 24,800.00	$ -	$ 200.00
09/11/23	PRJ: 23-1356 - Res 23-19R	Safe Route to Schools-ENG.	$ 6,000.00			$ 6,000.00							$ 6,000.00	$ -	$ -
10/09/23	PRJ: 23-1378	Clayton Ct wtr Main Loop- ENG.		$ 48,500.00		$ 24,525.00	$ 16,305.00						$ 40,830.00	$ -	$ 7,670.00
10/09/23		Clayton Ct wtr Main Loop- Constr.											$ -	$ -	$ -
		Clayton Ct wtr Main Loop-InHouse													
05/13/24	Pitney Const Res 2024-10R	Sidewalk Program Safe Step-Curbs	$ 10,000.00				$ 1,400.00						$ 1,400.00	$ -	$ 8,600.00
05/13/24	Pitney Const Res 2024-10R	Sidewalk Program	$ 40,000.00				$ 17,215.00						$ 17,215.00	$ -	$ 22,785.00
			$ 56,000.00	$ 93,000.00	$ 13,415.00	$ 43,650.00	$ 42,220.00	$ -	$ -	$ -	$ -	$ -	$ 99,285.00	$ -	$ 49,715.00

Com Ed Utility Tax

5% Tax on Electricity in the Village. Revenue pays for street lighting and road projects.

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Carryover/prior year		$ 47,048.30	$ 94,867.26	$ 107,096.01	$ 40,676.97	$ 97,179.19	$ 174,047.12	$ 88,619.49	$ 70,011.56				
Tax Received	$ 103,689.63	$ 118,633.47	$ 116,980.22	$ 112,430.13	$ 111,720.69	$ 114,727.51	$ 113,389.96	$ 119,176.09	$ 50,557.73				
Cost of Lighting	$ (33,526.45)	$ (34,817.09)	$ (37,148.24)	$ (28,849.17)	$ (55,218.47)	$ (37,859.58)	$ (43,314.54)	$ (39,105.99)	$ (23,863.02)				
Cost of Street project(s)	$ (23,114.88)	$ (35,997.42)	$ (67,603.23)	$ (150,000.00)			$ (155,503.05)	$ (98,678.03)	$ -				
Balance	$ 47,048.30	$ 94,867.26	$ 107,096.01	$ 40,676.97	$ 97,179.19	$ 174,047.12	$ 88,619.49	$ 70,011.56	$ 96,706.27	$ -	$ -	$ -	$ -

A/O 06/30/24

Sullivan's Sales Tax Rebate Agreement

Annexation Agreement that 35% of Sales tax is rebated annually until $600,000 is reached.

Beginning Balance	2012-2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	Total Paid	Balance Due
$ 600,000.00	$ 125,603.00	$ 44,695.00	$ 46,428.00	$ 46,280.00	$ 46,128.00	$ 46,274.00	$ 54,158.00	$ 50,527.00	$ 52,192.45	$ 54,669.65		$ 566,955.10	$ 33,044.90
									Accrued liability for 2024		$ 26,520.20	94%	$ 6,524.70

Approved Expenses 2024

Tracking items or services that were approved in the fiscal year.

RES	BOARD MEETING DATE	ITEM	VENDOR	DESCRIPTION	LINE-ITEM	APPROVED AMT	PAID TO DATE	BALANCE
-	October 9, 2023	WATER MAIN LOOPING	FEHR GRAHAM	ENGINEERING CLAYTON COURT WATER LOOPING	51-44-532	$ 48,500.00	$ 16,305.00	$ 32,195.00
23-24R	December 11, 2023	ROAD SALT	JPMC ROCK SALT	SALT FOR ROADWAYS 2023-2024	01-42-514	$ 27,566.00	$ 25,186.48	$ 2,379.52
-	January 8, 2024	WATER MAIN SUPPLIES	CORE & MAIN	CLAYTON COURT WATER LOOPING	51-44-542	$ 20,000.00	$ 18,783.31	$ 1,216.69
-	January 8, 2024	FEHR GRAHAM PROPOSAL	FEHR GRAHAM	PHASE 1 ARCHAEOLOGICAL SURVEY- IEPA PROJ	51-44-532	$ 7,500.00	$ 7,300.00	$ 200.00
24-02R	January 8, 2024	POWEREDGE R450 RACK SERVER	ROCKFORD IT	NEW SERVER TO MANAGE SOFTWARE AND INSTALLATION This was paid in July 2024 Board Packet	51-44-512 01-43-512 01-41-512	$ 18,000.00	$ 17,750.00	$ 250.00
23-23R	December 11, 2023	MFT ROAD PROJECT	MFT/BEST BIDDER	24 ROADWAY PROJECT	15-46-850	$ 317,323.20		$ 317,323.20
23-23R	December 11, 2023	MFT ENGINEERING	FEHR GRAHAM Project #24-271	MFT ENGINEERING EXPENSE	15-46-502	$ 57,283.24	$ 23,866.03	$ 33,417.21
2024-16R	June 10, 2024	NEW SOFTWARE	LOCIS	VILLAGE SOFWARE COMPANY CHANGE - PAID HALF $6500.00	01-41-593 51-44-519 17-47-530	$ 13,000.00	$ 6,500.00	$ 6,500.00
					TOTAL	$ 509,172.44	$ 115,690.82	$ 393,481.62

Completed with Outstanding Balances

DATE	TASK ORDER	PROJECT	AMOUNT	ENGINEERING	2022	JAN - JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL PAID	ADJ	BALANCE
2/13/2023	23-271	2023 Road Project-Construction	$ 226,936.29				$ 160,554.86				$ 10,339.43		$ 170,894.29	$ -	*$ 56,042.00*
2/13/2023	23-271	2023 Road Project - Engineer Design		$ 18,812.75		$ 16,137.25		$ 964.50		$ 303.00	$ 1,367.50		$ 18,772.25	$ -	*$ 40.50*
2/13/2023	23-271	2023 Road Project - Engin Construction		$ 10,688.97		$ 8,694.00	$ 1,554.00	$ 354.50				$ 77.25	$ 10,679.75	$ -	*$ 9.22*
													$ 200,346.29		$ 56,082.50

$ 256,438.01

Grant Applications/Progress Tracking

Grant Title	Approved	Restricted Use	Total	Received	Notes
Axis Geospatial Grant to Winn. Col	Open	Mapping w/levels	$ 20,000.00	In process	4/10/24- Chad reported that the second round of funding came up, and the Village was approved for $20,000. RES approved on 4/8/24

IL Department of Commerce and Economic Opportunity https://www2.illinois.gov/dceo/AboutDCEO/GrantOpportunities/Pages/default.aspx

Former Grant Funds Tracking

Grant Title	Received	Restricted Use	Total	Remaining Balance	Tracking
DCEO Cure Grant (Cares Act)	Yes	COVID Relief	$ 127,926.00	$ 10,174.32	In 2020 spent $5,071.96 (front office changes for COVID) and $10,705.72 in electronics for remote Board Meetings. In 2022 we spent $1,974 for video "owls". * $100,000 in 2024 Community Development budget for Park upgrade. * More electronics will be purchased for Board Room with remaining funds
Rebuild IL (Bond Funds) Grant	Yes	MFT Projects	$ 204,368.10	$ 68,123.10	Used $136,245 for Elida Street Project in 2021. This project is complete
Rebuild IL (Bond Funds) Grant This is the remaining balance of the original Grant	Yes	MFT Projects	$ 68,123.10	$ 42,056.57	$26,066.53 used in road project, leaving $42,056.57 in MFT Fund. This will be used for road projects in 2024
American Rescue Plan Act (ARPA) Grant	Yes	ARPA Reporting Has been completed	$ 407,029.18	$ 203,514.59	$203,514.59 committed in O&M for water infrastructure projects. $203,514.59 is unrestricted and available for planning.

Village Debt 2024

	January	February	March	April	May	June	July	August	September	October	November	December	Pmts Due
IL EPA													
Balance Due Totals													
Water Tower	$ 963,031.77	$ 963,031.77	$ 963,031.77	$ 963,031.77	$ 963,031.77	$ 963,031.77							Jan/July
Total	$ 963,031.77	$ 963,031.77	$ 963,031.77	$ 963,031.77	$ 963,031.77	$ 963,031.77	$ -	$ -	$ -	$ -	$ -	$ -	
Four Rivers Sanitary Auth.													
Balance Due Totals													
Fuller Creek Phase C	$ 3,556,641.20	$ 3,556,641.20	$ 3,556,641.20	$ 3,556,641.20	$ 3,556,641.20	$ 3,556,641.20							Jan/July
Fuller Creek Phase D&F	$ 1,105,851.13	$ 1,074,667.53	$ 1,074,667.53	$ 1,074,667.53	$ 1,074,667.53	$ 1,074,667.53							Feb/Aug
Future Costs	$ 915,188.62	$ 915,188.62	$ 915,188.62	$ 915,188.62	$ 915,188.62	$ 892,746.83							Jun/Dec
Total	$ 5,577,680.95	$ 5,546,497.35	$ 5,546,497.35	$ 5,546,497.35	$ 5,546,497.35	$ 5,524,055.56	$ -	$ -	$ -	$ -	$ -	$ -	
Total All Debt	$ 6,540,712.72	$ 6,509,529.12	$ 6,509,529.12	$ 6,509,529.12	$ 6,509,529.12	$ 6,487,087.33	$ -	$ -	$ -	$ -	$ -	$ -	

VILLAGE REVENUE

INCOME TAX

	2024	2023	2022	2021	2020	2019
Dec		26,963	26,945	22,499	20,637	20,303
Nov		34,318	30,031	25,372	23,310	21,486
Oct		50,948	47,425	44,259	34,497	32,920
Sept		26,357	25,904	24,355	23,823	18,451
Aug		29,038	23,836	23,062	42,044	20,848
July		44,182	46,279	41,072	30,752	29,083
Jun	33,720	33,162	27,414	45,783	19,365	19,447
May	78,678	70,722	93,322	52,181	31,264	62,272
Apr	45,531	41,240	46,252	38,199	31,932	29,937
Mar	28,839	25,624	21,650	23,957	21,741	18,638
Feb	44,370	43,264	49,949	34,761	29,237	30,954
Jan	46,891	43,756	40,058	32,879	28,378	25,729
Actual	278,028	469,574	479,064	408,380	336,982	330,067
Projected	834,083					
Budgeted	493,920					
Bdgt vs Act.	56.29%					

PPRT

	2024	2023	2022	2021	2020	2019
Dec		2,949	5,034	2,084	799	989
Nov						
Oct		9,502	15,372	10,042	3,089	5,955
Sept						
Aug		1,848	1,303	766	2,436	410
July		11,463	11,413	6,027	3,297	3,421
Jun						
May	8,292	14,179	15,851	8,271	3,173	5,792
Apr	3,430	8,739	11,839	6,418	4,964	4,764
Mar	3,845	5,501	10,015	1,374	719	958
Feb						
Jan	6,521	11,104	7,647	3,802	3,616	2,429
Actual	22,088	65,286	78,474	38,784	22,093	24,719
Projected	66,263					
Budgeted	50,000					
Bdgt vs Act.	44.18%					

LOCAL USE TAX

	2024	2023	2022	2021	2020	2019
Dec		9,908	10,543	9,631	11,708	9,076
Nov		8,927	9,376	9,660	11,223	8,104
Oct		9,412	9,027	9,152	11,786	8,459
Sept		6,679	10,343	9,827	11,655	8,228
Aug		8,897	9,169	8,622	11,545	8,093
July		8,996	8,042	9,367	10,381	8,059
Jun	9,964	10,751	10,042	10,310	9,806	8,514
May	8,202	8,692	8,561	8,065	7,708	7,489
Apr	7,295	9,433	8,868	9,045	8,870	6,501
Mar	12,190	13,474	13,373	18,448	12,810	11,207
Feb	10,502	11,139	10,550	13,073	9,336	9,268
Jan	10,053	10,567	8,980	12,268	9,965	8,376
Actual	58,206	116,875	116,874	127,468	126,792	101,372
Projected	174,618					
Budgeted	125,244					
Bdgt vs Act.	46.47%					

SALES TAX

	2024	2023	2022	2021	2020	2019
Dec		52,253	52,369	42,096	64,055	26,846
Nov		50,731	56,826	44,401	35,474	31,983
Oct		54,558	56,100	47,725	32,441	31,931
Sept		53,731	62,622	44,810	32,535	32,143
Aug		52,807	58,635	44,877	34,269	30,347
July		49,785	53,719	40,868	28,114	27,512
Jun	44,850	45,726	53,690	41,314	28,136	30,400
May	40,709	39,074	40,789	29,964	25,369	24,682
Apr	41,373	39,869	39,130	34,610	25,550	26,517
Mar	51,478	53,237	49,512	31,926	30,185	30,016
Feb	48,093	48,626	44,321	29,689	27,757	28,380
Jan	51,239	51,786	46,372	33,941	29,424	29,533
Actual	277,743	592,182	614,085	466,222	393,309	350,291
Projected	833,230					
Budgeted	580,000					
Bdgt vs Act.	47.89%					

PROPERTY TAX

	2024	2023	2022	2021	2020	2019
Dec		6,002	216	39	1,554	6,270
Nov			2,130	8,432	3,895	5,314
Oct		7,886	7,155	4,483	6,878	75,704
Sept		182,135	176,432	152,573	142,006	103,806
Aug		28,878	25,134	38,013	52,505	16,177
July		8,878	6,945	15,588	45,178	164,241
Jun	238,482	202,307	230,268	206,348	175,634	70,755
rcvd 4/3 May	36,617	61,703	22,662	37,575	24,654	
Apr	0					
Mar	0					
Feb	0					
Jan	0					
Actual	275,099	497,789	470,942	463,051	452,303	442,267
Projected	506,890	Per W/C - Property Tax pmt for Nov w/b rec in Dec				
Budgeted	506,890					
Bdgt vs Act.	54.27%					

SALES TAX 1%

	2024	2023	2022	2021	2020	2019
Dec		38,046	38,493	30,409	46,970	17,740
Nov		39,292	43,052	32,348	23,012	20,392
Oct		39,007	43,183	32,546	18,501	22,025
Sept		40,358	49,674	32,263	18,908	21,875
Aug		40,872	45,368	31,665	20,999	20,514
July		36,614	40,358	27,624	14,158	18,730
Jun	33,720	33,874	39,561	28,890	15,172	19,495
May	29,507	28,165	30,033	20,584	15,397	15,450
Apr	29,388	30,116	26,274	22,599	14,385	16,422
Mar	38,180	38,095	37,605	20,761	18,122	19,221
Feb	36,761	37,025	34,000	19,183	17,605	18,776
Jan	37,989	38,685	32,282	21,192	18,659	19,130
Actual	205,545	440,149	459,883	320,065	241,887	229,770
Projected	616,636					
Budgeted	430,000					
Bdgt vs Act.	47.80%					

COMED UTILITY TAX

	2024	2023	2022	2021	2020	2019
Dec		7,888	8,321	8,068	8,185	9,091
Nov		7,682	7,703	8,546	8,628	8,139
Oct		9,534	15,151	11,009	9,585	9,694
Sept		11,258	5,852	11,263	10,731	10,325
Aug		11,139	11,194	11,259	13,017	12,840
July		9,753	11,387	11,330	9,715	8,940
Jun	12,270	6,882	8,411	8,048	7,605	7,759
May	6,866	7,067	7,970	7,565	7,512	7,786
Apr	9,780	8,027	8,467	8,380	8,398	8,801
Mar	2,910	8,684	9,106	9,570	8,724	9,422
Feb	10,087	9,313	9,999	9,436	9,067	9,944
Jan	8,645	21,950	9,827	10,254	10,554	9,690
Actual	50,558	119,176	113,390	114,728	111,721	112,430
Projected	202,231					
Budgeted	110,000					
Bdgt vs Act.	45.96%					
Current Budget	58.33%					

VIDEO GAMING

	2024	2023	2022	2021	2020	
Dec		6,697	5,464	5,319	1,775	
Nov		6,875	5,647	4,736	4,868	
Oct		7,134	5,008	5,114	1,390	
Sept		6,587	6,092	4,673	1,299	
Aug		6,329	5,574	5,442	557	
July		5,180	5,158	4,528	0	
Jun	7,514	7,258	5,436	4,791	0	
May	6,915	9,098	5,390	4,397	804	
Apr	6,569	4,933	4,422	3,552	1,357	
Mar	6,719	6,196	4,983	2,061	735	
Feb	5,954	4,669	5,224	1,775	861	
Jan	6,963	4,533	4,377	0	769	
Actual	40,634	75,487	62,776	46,388	14,417	0
Projected	121,901					
Budgeted	83,500					
Bdgt vs Act.	48.66%					

VILLAGE REVENUE

EXCISE TAX (TELECOMMUNICATIONS)

	2024	2023	2022	2021	2020	2019
Dec		2,939	3,979	2,965	3,101	4,480
Nov		3,242	3,112	2,848	3,430	4,313
Oct		2,778	2,954	2,803	4,064	4,283
Sept		3,038	2,841	3,033	4,419	4,224
Aug		3,044	2,682	2,929	3,649	4,189
July		2,818	2,713	2,837	4,079	4,214
Jun	3,032	3,210	2,946	2,891	4,419	4,513
May	2,663	2,894	2,452	2,806	3,943	5,079
Apr	2,899	2,965	2,783	2,518	4,199	4,289
Mar	3,270	3,155	2,932	2,715	4,474	4,469
Feb	2,948	2,997	2,806	2,915	4,787	4,404
Jan	2,796	2,978	2,887	3,015	4,317	4,399
Actual	17,608	36,059	35,086	34,275	48,879	52,855
Projected	52,824		Police	Com Dev		
Budgeted	34,800		14673	2,935		
Bdgt vs Act.	50.60%					

HEAVY LOAD PERMITS

	2024	2023	2022	2021	2020	2019
Dec				300	175	150
Nov						235
Oct		125	300		75	375
Sept			225		435	
Aug			175	125	225	
July			280	200	185	160
Jun	0		235	75	470	125
May	0		75	375	590	
Apr	195				75	205
Mar	25	50	150			
Feb		180			125	50
Jan		25	125	125	485	690
Actual	220	380	1,565	1,200	2,840	1,990
Projected	500					
Budgeted	500	Single trip or 120 day permits for heavy vehicles				
Bdgt vs Act.	44.00%					

MFT (MOTOR FUEL TAX)

	2024	2023	2022	2021	2020	2019
Dec		6,292	5,674	6,366	5,767	6,964
Nov		5,340	5,675	5,743	5,786	6,090
Oct		5,984	6,014	6,169	5,771	6,546
Sept		5,511	5,620	6,570	6,340	5,691
Aug		5,766	6,027	5,992	5,332	7,168
July		5,874	6,301	6,101	4,284	5,735
Jun	5,119	5,656	6,084	5,888	4,324	6,290
May	5,207	5,538	6,021	5,989	5,509	6,864
Apr	4,770	4,751	6,026	5,074	5,974	5,852
Mar	5,261	4,655	3,784	4,675	5,387	6,119
Feb	4,891	4,905	6,202	4,987	5,403	6,728
Jan	6,173	6,755	6,863	6,309	9,228	6,735
Actual	31,420	67,028	70,291	69,861	69,104	76,781
Projected	125,681					
Budgeted	68,385					
Bdgt vs Act.	45.95%					

TRF (TRANSPORTATION RENEWAL FUND)

	2024	2023	2022	2021	2020	2019
Dec		5,901	4,358	4,517	4,140	4,609
Nov		5,045	4,305	4,133	4,019	4,188
Oct		5,589	4,492	4,552	4,167	4,655
Sept		5,411	4,540	4,619	4,359	4,621
Aug		4,726	4,554	4,327	3,837	
July		5,154	4,505	4,308	3,208	
Jun	5,155	4,962	4,354	4,245	2,958	
May	5,367	4,907	4,384	4,226	3,689	
Apr	4,838	4,393	4,297	3,706	3,905	
Mar	5,194	4,765	3,498	3,799	4,155	
Feb	4,910	4,294	4,346	3,987	4,243	
Jan	5,302	4,720	4,669	3,985	4,385	
Actual	30,767	59,867	52,303	50,404	47,064	
Projected	123,066					
Budgeted	55,860					
Bdgt vs Act.	55.08%					

POLICE FINES - Winnebago Co

	2024	2023	2022	2021	2020	2019
Dec		164	926	1,817	200	1,357
Nov		1,568	1,065	1,738	305	2,009
Oct		2,966	649	885	1,313	1,753
Sept		1,363	458	1,111	1,503	1,854
Aug		1,507	649	449	650	1,511
July		2,535	846	1,412	2,610	1,354
Jun	1,247	1,743	261	412	1,578	690
May	2,150	572	1,553	128	2,966	829
Apr	1,109	106	1,246	1,505	2,429	1,244
Mar	982	836	460	169	1,677	2,652
Feb	518	334	365	253	2,358	1,436
Jan	245	1,696	469	1,324	1,141	1,327
Actual	6,249	15,390	8,946	11,202	18,729	18,016
Projected	18,748					
Budgeted	14,000					
Bdgt vs Act.	44.64%					

CANNABIS

	2024	2023	2022	2021	2020	
Dec		360	358	339	149	
Nov		366	385	401	173	
Oct		360	349	459	153	
Sept		350	380	386	234	
Aug		397	474	324	173	
July		373	339	363	151	
Jun	384	362	409	412	113	
May	423	355	409	355	146	
Apr	441	420	453	351	290	
Mar	415	364	432	272	218	
Feb	412	372	408	276		
Jan	371	373	415	343		
Actual	2,446	4,452	4,811	4,283	1,800	
Projected	7,338					
Budgeted	4,822					
Bdgt vs Act	92.33%					

GENERAL FUND MONTHLY TOTALS

	2024	2023	2022	2021	2020	2019
Dec	0	103,260	107,549	87,982	108,809	70,934
Nov	0	105,265	107,433	91,228	82,238	74,259
Oct	0	137,217	146,677	125,449	95,689	93,616
Sept	0	101,412	108,167	93,674	83,832	73,371
Aug	0	107,171	107,468	91,966	107,357	76,728
July	0	127,370	134,172	112,064	86,673	81,388
Jun	104,219	100,092	103,145	108,834	69,915	70,759
May	145,832	142,984	169,428	109,582	79,705	113,101
Apr	110,943	110,693	117,793	99,522	84,277	81,014
Mar	102,973	110,089	107,170	88,262	78,870	74,711
Feb	116,437	115,891	118,034	90,151	80,308	82,999
Jan	126,516	142,540	113,893	96,626	86,740	80,845
	706,921	1,403,985	1,440,930	1,195,339	1,044,415	973,725
Current Budget		58.33%				

	WATER SALES		ADMIN		CAPITAL	
	2024	2023	2024	2023	2024	2023
Dec		25,511		15,929		42,322
Nov		22,129		15,354		38,067
Oct		26,892		15,917		43,795
Sep		31,095		14,574		50,826
Aug		23,988		14,106		37,072
Jul		39,786		16,279		63,060
Jun	25,812	26,379	15,183	15,137	38,670	40,962
May	22,795	20,458	16,641	15,103	34,753	33,609
Apr	21,686	22,476	15,970	15,734	33,707	37,683
Mar	25,823	21,441	19,232	16,350	40,559	36,067
Feb	27,186	21,060	15,721	15,008	42,719	35,680
Jan	18,697	19,955	15,512	14,805	30,834	37,229
Actual	141,999	301,168	98,259	184,297	221,242	496,371
Projected	567,997		393,034		884,968	
Budgeted	313,020	290,080	172,670	181,552	495,800	495,800
Bdgt vs Act.	45.36%	103.82%	56.91%	101.51%	44.62%	100.12%

GENERAL FISCAL PROJECTIONS

	2019	2020	2021	2022	2023	2024
Actual	973,725	1,044,415	1,195,339	1,440,930	1,403,985	706,921
Projected						2,818,624
Budgeted						2,297,465
Bdgt vs Act						30.77%

O&M FISCAL PROJECTIONS

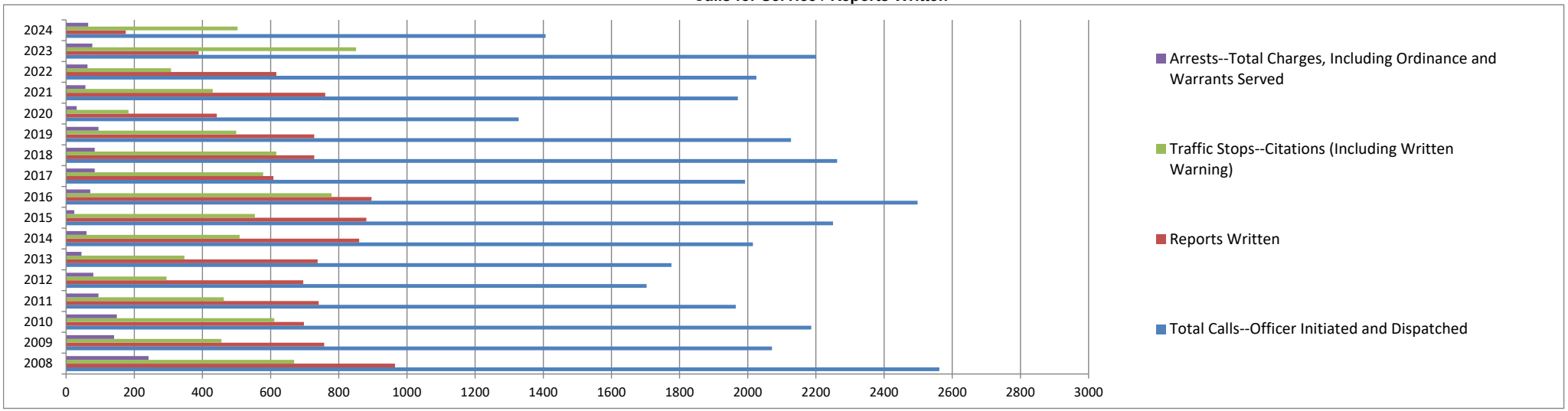
	2019	2020	2021	2022	2023	2024
Actual	1,095,547	1,127,464	1,245,270	1,393,570	1,421,986	667,045
Projected						2,462,636
Budgeted						2,653,804
Bdgt vs Act						25.14%

Winnebago Police Department
2021/2022/2023/2024 Calls and Offenses

Offense Type	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Total 2024	Total 2023	Total 2022	Total 2021
Aggravated Battery (including Agg. Domestic)	0	0	0	0	0	0	0						0	**2**	**6**	**4**
Armed Robbery	0	0	0	0	0	0	0						0	**0**	**0**	**1**
Assault (Includes Aggravated Offense)	0	0	0	0	0	0	0						0	**2**	**5**	**0**
Battery	0	0	0	0	0	0	0						0	**7**	**8**	**4**
Burglary/Burglary from Vehicle	0	0	0	0	0	0	0						0	**0**	**3**	**5**
Criminal Damage to Property	0	1	0	2	2	0	1						6	**8**	**9**	**3**
Criminal Damage to State Supported Property	0	0	0	0	0	0	0						0	**0**	**0**	**0**
DUI Alcohol / Drugs Includes Agg. DUI	0	0	0	1	0	0	0						1	**7**	**11**	**5**
Disorderly Conduct	0	0	1	3	0	1	1						6	**14**	**15**	**12**
Fleeing to Elude (Aggravated)	0	0	0	0	0	0	0						0	**4**	**4**	**2**
Domestic Trouble/Domestic Battery/OP Violation /Vio.Stalking Order	1	1	0	1	0	2	1						6	**29**	**36**	**37**
Hit and Run	1	0	1	1	0	0	0						3	**2**	**4**	**7**
ID Theft / Forgery / Decept. Prac.	0	1	1	1	1	0	2						6	**11**	**9**	**23**
Illegal Consumption / Minor in Possession of Alcohol	0	0	0	0	0	0	0						0	**1**	**0**	**0**
Possession of Cannabis (Manu./Deliver)	1	0	1	0	0	0	1						3	**8**	**4**	**6**
Possession of Controlled Substance	1	0	0	0	0	0	0						1	**0**	**2**	**3**
Possession of Drug Paraphernalia	0	0	0	0	0	0	0						0	**2**	**1**	**1**
Reckless Conduct	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**
Reckless / Negligent Driving	0	0	0	0	0	0	2						2	**1**	**3**	**5**
Residential Burglary	0	0	0	0	0	0	0						0	**0**	**3**	**0**
Resisting Obstructing Peace Officer	0	0	0	0	0	0	0						0	**4**	**0**	**0**
School Bus Arm Violation	0	0	0	0	0	0	0						0	**2**	**3**	**3**
Sexual Abuse/Assault	0	0	0	0	0	0	1						1	**0**	**1**	**0**
Suicide Attempt / Threat of Suicide / Mental Health Call	0	4	2	2	3	0	5						16	**28**	**28**	**7**
Suspended/Revoked Driver's License/Registration	1	5	7	6	4	8	26						57	**29**	**8**	**19**
No Valid Driver's License	0	0	0	1	0	0	0						1	**4**	**4**	**5**
Theft of Vehicle (Recover Stolen)	0	0	0	0	0	0	0						0	**2**	**2**	**3**
Theft Over $500 / Retail Theft	0	0	0	1	0	0	0						1	**1**	**4**	**2**
Theft Under $500.00 / Retail Theft	1	1	0	0	2	1	2						7	**23**	**15**	**13**
Unlawful Use of Weapon (Aggravated)	0	0	0	0	0	0	0						0	**1**	**3**	**2**
Violation of Bail Bond	0	0	0	0	0	0	0						0	**0**	**0**	**1**
Warrant Service	0	1	0	1	1	1	1						5	**10**	**12**	**10**

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

Calls for Service / Reports Written



Administrative Tow - Ordinance No. 2012-13

Date	Case#	Offense	Administrative Hearing Requested/Due Process	Vehicle	Paid	Amount
		2024	2024	2024		
1/27/2024	WC24-000045	DWLR	NO	2007 Dodge Ram	Yes	$500.00
2/2/2024	WC24-000057	DWLS	NO	2010 Cadallic SRX		
4/8/2024	WC24-000169	Agg. DUI	NO	1998 Voyger	No	Salvage
4/12/2024	WC24-000186	DWLR / Fleeing	Letter Sent - 04/15/24	2004 GMC Sierra		
4/14/2024	WC24-000195	Reckless / Possession	NO	1994 Honda		
5/1/2024	WC24-000245	DWLS	NO	2006 Chevy 1500	Yes	$500.00
5/6/2024	WC24-000258	FTA Warrant DWLS	NO	2006 Ford Focus		
5/17/2024	WC24-000294	DWLS	NO by phone 05/20/24	2014 Chrysler		
6/1/2024	WC24-000325	DWLS /Susp. Registration	Yes 7/10/2024	2022 Kia K5	Yes	$500.00
6/22/2024	WC24-000402	DWLR	NO	2007 Chevy HHR	YES	$500.00
7/6/2024	WC24-000435	DWLS	NO	2009 Chevy Colbalt	YES	$500.00
7/30/2024	WC24-000535	DWLS	Letter Sent - 07/31/24	2010 Chevy Equinox		
					2024	$2,500.00

Total from previous Years	**$ 105,500.00**
Grand Total	**$108,000.00**

Winnebago Police Department

Traffic Speed Sign Data: July 2024

Location	Average Speed	Max Speed	Car Count
N. Elida Street	36	63	89825
W. McNair Road	32	57	11018
Swift Street	26	41	2677
Cunningham Road	39	64	33129
E. McNair Road	49	90	9464

These numbers also include first responders responding to calls for service

FEHR GRAHAM
ENGINEERING & ENVIRONMENTAL

Village Engineer Report
for
Village of Winnebago

Village Board Meeting
August 12, 2024

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

Active Projects:

#22-837 S. Church Street and Goodling Street Water Main Looping Project – Easement exhibits sent to the Village for coordination with homeowners. Fehr Graham prepared to make permit submission when confirmation received that easements are acceptable to homeowners. A meeting was held at Fehr Graham's office on March 26, 2024, to discuss progressing easement acquisition by Village. Per Chad Insko's email dated April 19, 2024, both property owners are granting easement access within their properties. Fehr Graham provided legal easement descriptions in Luke Ziegler's email dated May 6, 2024. Easement approvals were given by the Board during their monthly meeting on Monday, July 8, 2024.

#22-1342 Winnebago IEPA Project Planning – The Project Planning Report has been submitted to IEPA for review. Funding nomination forms for water main replacement and Well No. 5 have been submitted to IEPA for inclusion in the intended funding list. IEPA is requesting an archaeological survey as part of its environmental clearance process. Midwest Archaeological Research Services, Fehr Graham's subcontracted archaeological research team, is progressing with their survey work. Per email correspondence from the Osage Nation dated May 2, 2024, they have approved of the completed archaeological survey and provided a "No Properties" letter. Approval documentation was submitted to the IEPA.

#23-271 Winnebago 2023 MFT Street Design –Final close-out document submittal made to IDOT on December 18, 2023. Will provide approved documents as they become available.

#23-1378 Winnebago Clayton Court WM Looping Design – A final alignment was decided between the Village and Fehr Graham, and the plan set has been updated. An Application for Construction Permit was submitted to the IEPA on February 5, 2024. Final easement exhibits were prepared and submitted to the Village for coordination with property owners. A meeting between the Village and Fehr Graham regarding easement acquisition for the project was held on March 26, 2024. Per correspondence with the Village, properties are in the process of changing ownership and once all legal proceedings have finished, easement negotiations are to resume.

#24-125-PH01 Winnebago General – Fehr Graham completed a plan review resubmittal pertaining to the Peak Storage development located on Kasch Drive within the Village. Review comments were sent to Mr. Joseph Dienberg via email dated July 24, 2024.

#24-125-PH04 Winnebago General – Colton Johnson, an NBIS certified bridge inspector, assisted Chad Insko with an inspection of a box culvert located on Westfield Road. A report is being finalized by Fehr Graham's structural team, and was provided to the Village, along with opinions of probable cost, on July 8, 2024, and July 17, 2024.

24-1255 Cunningham Road Water Main Replacement – Agreement for the project was executed by the Village on July 16, 2024. Fehr Graham has started revisions of the plan set to meet current permitting requirements, as well as revisions to project specifications.

#24-271A Winnebago 2024 MFT Street Construction – Construction for the Village MFT project started on Tuesday, June 25, 2024. Fehr Graham has been on site, inspecting all removals and coordinating questions and schedules as necessary between the Village and the Contractor.

Respectfully Submitted,

Luke Ziegler
Staff Engineer

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CODE ENFORCEMENT OFFICER AND BUILDING OFFICIAL REPORT

July 2, 2024 – August 1, 2024

CODE ENFORCEMENT:

- 114 S BENTON - PROPERTY MAINTINENCE - in process of demolition
- 201 S ELIDA – HIGH GRASS - ongoing
- 409 MALLARD RD – HIGH WEEDS – letter sent/ vehicle in yard – on going
- 307 S GOODLING ST – HIGH GRASS - extra field has not been mowed

RESOLVED FROM LAST MONTH:

(None to report)

BUILDING OFFICIAL:

PROJECT	ISSUE DATE	NAME	LOCATION	CONTRACTOR	DESCRIPTION	PROJ TYPE
24-60	7/03/2024	MEDRANO, LESLEY	510 DICKERSON DRIVE	OWNER	POOL-ABOVE GROUND	PL01
24-63	7/10/2024	HODSON, CHRISTOPHER	604 S GOODLING STREET	OWNER	RES ELECTRICAL	RES04
24-64	7/12/2024	CUNNINGHAM, GWEN	106 S CHURCH STREET	OWNER	ROOF TOP SOLAR	RES11
24-65	7/15/2024	RODRIGUEZ, JOEL	928 JESSICA TRAIL	OWNER	POOL-ABOVE GROUND	PL01
24-66	7/15/2024	MUNCH, STEVE	304 W SOPER STREET	OWNER	RE ROOF	
24-67	7/19/2024	MORRISSEY, WILLIAM	204 HEEREN DRIVE	OWNER	ROOF TOP SOLAR	RES11
24-68	7/24/2024	CARLSON, LISA & TORBY	1901 GLEN ECHO	OWNER	DECK	RES13
24-69	7/24/2024	KIEPER, GARY	312 SHELDEN DR	OWNER	CONCRETE SLAB	RES13
*** TOTALS ***	NUMBER OF PROJECTS: 8			VALUATION: 20,000.00	FEES: 900.00	



Casper Manheim,
Building Official & Code Enforcement Officer

MONTHLY WATER USAGE 2024

2024 READ CYCLE DATES	CYCLE DAYS	GALLONS PUMPED WELL # 2	GALLONS YTD WELL #2	GALLONS PUMPED WELL # 3	GALLONS YTD WELL #3	GALLONS PUMPED WELL # 4	GALLONS YTD WELL #4	TOTAL GALLONS PUMPED	GALLONS PUMPED YTD	TOTAL GALLONS BILLED FROM REGISTER	GALLONS LESS (PUMPAGE OF Well #2, #3, #4)	GALLONS YTD PER BILLING REGISTER	% FOR MONTH	% YTD	LEAKS & MAIN SERVICE BREAKS
06/25/24-07/24/24	29	2,027,000	14,183,900	1,668,900	11,962,600	2,765,600	18,481,800	6,461,500	44,628,300	12,760,720	6,299,220	58,529,368	97%	131%	
05/24/24-06/24/24	31	1,703,000	12,156,900	2,187,000	10,293,700	3,016,000	15,716,200	6,906,000	38,166,800	15,232,870	8,326,870	52,230,148	121%	137%	Main break
4/26/24-05/23/24	27	1,522,000	10,453,900	2,381,000	8,106,700	3,099,000	12,700,200	7,002,000	31,260,800	12,969,237	5,967,237	28,670,408	85%	92%	
3/26/24 -04/25/24	30	1,972,500	8,931,900	1,539,700	5,725,700	2,306,000	9,601,200	5,818,200	24,258,800	11,052,493	5,234,293	22,703,171	90%	94%	water main break, hydrant flush
2/26/24-3/25/24	28	1,878,700	6,959,400	1,017,500	4,186,000	2,160,000	7,295,200	5,056,200	18,440,600	9,883,714	4,827,514	17,468,878	95%	95%	
1/25/24-2/26/24		2,338,900	5,080,700	1,453,300	3,168,500	2,598,200	5,135,200	6,390,400	13,384,400	12,491,103	6,100,703	12,641,364	95%	94%	
12/19/24-1/24/24	36	2,741,800	2,741,800	1,715,200	1,715,200	2,537,000	2,537,000	6,994,000	6,994,000	13,534,661	6,540,661	6,540,661	94%	94%	

* GALLONS PER BILLING LESS Well #2, Well #3, Well #4 GA. Pumped.

Z:\WATER DEPT\MONTHLY WATER REPORTS\WATER USAGE TABLES\Monthly Water Usage Table 2024

UTILITY BILLING MONTHLY REPORT

MONTHLY REPORT ON PUMPAGE 2024

CYCLE MONTH	GALLONS PUMPED WELL #2	GALLONS YTD WELL #2	GALLONS PUMPED WELL #3	GALLONS YTD WELL #3	GALLONS PUMPED WELL #4	GALLONS YTD WELL #4	GALLONS YTD
July	1,829,000	12,651,000	1,848,000	12,055,000	2,815,000	18,428,000	43,134,000
June	1,703,000	10,822,000	2,187,000	10,207,000	3,016,000	15,613,000	36,642,000
May	1,522,000	9,119,000	2,381,000	8,020,000	3,099,000	12,597,000	29,736,000
April	1,783,000	7,597,000	1,920,000	5,639,000	2,564,000	9,498,000	22,734,000
March	1,929,000	5,814,000	989,000	3,719,000	2,450,000	6,934,000	16,467,000
February	1,833,000	3,885,000	1,218,000	2,730,000	2,252,000	4,484,000	11,099,000
January	2,052,000	2,052,000	1,512,000	1,512,000	2,232,000	2,232,000	5,796,000

(FROM MONTHLY REPORT ON PUMPAGE, CHEMICAL ADDITIONAL AND WATER LEVEL REPORT)

Z:\WATER DEPT\MONTHLY WATER REPORTS\2024 WELL HOUSE PRODUCTION TOTALS

BOARD BRIEFS

WEEKLY UPDATE FROM THE VILLAGE ADMINISTRATOR

2024 VOLUME 21
WEEK OF JULY 1

OFFICE STAFF

The Village Treasurer finished another month of reconciliations and budget prep work. The Deputy Clerk completed a payroll audit, and quarterly payroll reports, prepared a resolution for the Board packet, and completed Board Meeting prep. The front office worked on filling each day with meter swaps and sent over 20 letters to residences for which contact information is not on file. Stephanie also took the lead on getting the office set up and decorated for Officer Smith's Retirement. The Village Administrator, Deputy Clerk and Ms. King also helped with other holiday preparation, including the lineup at the 4th of July Parade.

PUBLIC WORKS

Public Works completed 35 meter topper change-outs, providing training for a new hire, and handled 17 Julie locates. Black dirt and grass seed were used at sidewalk projects, and two buffalo boxes were lowered. The team completed two mowing circuits, including mowing seven miles of walking paths, and special mowing for the 4th of July parade route and ordinance-violating properties. Streets were swept, the flag at Memorial Park was replaced and re-strung, and additional barricades were gathered and placed for the parade route. Two sodium hypochlorite injectors and chemical feed lines were replaced. IEPA-required monthly water operating permits, bacti sampling, and fluoride sampling and submittal for QA/QC were completed. Daily rounds were performed per IEPA requirements, including data recording and treatment measures at six deep water wells, in-person site visits to each critical infrastructure site, and collecting ten representative water samples for QA/QC. Three circuits of trash receptacle removals, including pet waste dumpsters, totaling 17 bins, with extra collections for the holiday, were also completed.

POLICE

The Police Department recorded 49 calls for service, wrote 6 Incident reports, and issued 10 citations and warnings. No arrests were made during this period. Six FOIA requests were received and are being processed. Officer Spelman completed his SRO Re-certification. Traffic control operations were conducted for the 4th of July Fireworks, with one minor traffic crash reported. Road closures were made prior to the annual parade, with no problems reported. Officer Smith officially retired on July 1, 2024, served as the Grand Marshal for the annual 4th of July parade, and was honored with an open house at Village Hall where many people visited him.

BOARD BRIEFS

WEEKLY UPDATE FROM THE VILLAGE ADMINISTRATOR

2024 VOLUME 22
WEEK OF JULY 8

POLICE

The Police Department recorded 58 Calls for Service, wrote 6 Incident reports, made 2 Arrests, and issued 32 Traffic citations and warnings. One vehicle was impounded, and an Administrative Tow Hearing was conducted with the ruling in favor of the Village of Winnebago. Several residents complimented the staff for handling events on the 3rd and 4th of July. Officers received new digital tickets for parking, ordinance, and UTV enforcement. An officer donated basketballs and footballs to local youth out of their own pocket. Additional FLOCK cameras were installed, and efforts are ongoing to provide access to these cameras to staff. Chief White and Sergeant Haff met with other area department command staff and the State's Attorney to discuss case handling. Officer Nichols continues his training, and Chief White is working with Attorney Gaziano on processing six FOIA requests submitted last week. Equipment for the Village-owned UTV has shipped and will be installed upon arrival.

OFFICE STAFF

At multiple points of the week, the front office made phone calls to all residents in the affected MFT project area, alerting them to parking restrictions due to road milling and paving. The Treasurer completed PCI compliance, one month's reconciliation, and began a six-month budget review to be presented at the upcoming Committee of the Whole Meeting. The Deputy Clerk completed payroll, prepared for the liquor commission meeting, and completed post-board meeting tasks. Many members of the office staff prepared documents for the upcoming Committee of the Whole Meeting. On Friday, The Village Administrator and Public Works Director met with Region 1 planning to discuss various grant opportunities and economic development initiatives.

PUBLIC WORKS

Public Works completed daily rounds per IEPA requirements, including data recording and water treatment at six deep water wells, along with in-person site visits and SCADA supervision. They completed three circuits of trash and pet waste receptacle collections totaling 17 bins, with extra collection post-4th of July holiday. Routine well house cleaning and maintenance, including public restrooms at lighted ball diamonds, were conducted each Tuesday. Two complete mowing circuits were completed, and 40 barricades were retrieved from the parade route. Black dirt restoration work was done in specific areas, and the brush pile from recent storms was burned under favorable conditions. Twelve Julie locates were completed. The shop bathroom was demoed due to groundhog intrusion, with concrete poured to prevent further issues. Ball diamonds were dragged, and ag-lime was added to the lighted diamond. Public Works also worked with engineers on the MFT road project, including resident information, base repair undercuts, milling, and stockpiling. Preparation for paving a portion of the dead-end of Goodling Street, deteriorated, was included in the MFT project.

BOARD BRIEFS

WEEKLY UPDATE FROM THE VILLAGE ADMINISTRATOR

2024 VOLUME 24
WEEK OF JULY 22

OFFICE STAFF

The Treasurer prepared a six-month review for the Committee of the Whole (CoW) meeting, conducted Locis software transition prep work, completed June reconciliation, started clearing old bank reconciliations, and began budget worksheet formatting. The front office prepared for billing this week. During billing week, the impact of cellular meters was noted, resulting in only one re-read for the month. The Deputy Clerk spent time cleaning and organizing files and moving boxes off-site. The Village Administrator spoke with First Midwest Group about potential businesses, including a national coffee brand, moving into a new strip mall at Winnebago Corners. A meeting was held with M3, the village's current insurance brokers to discuss current policies and additional HR offerings available to the village as a part of our current plan. The Village Administrator also attended a zoning board meeting on Monday and prepared for the Committee of the Whole meeting on Wednesday.

PUBLIC WORKS

Public Works completed daily rounds per IEPA requirements, including data recording and water treatment at six deep water wells, along with in-person site visits and SCADA supervision. They completed three circuits of trash and pet waste receptacle collections totaling 17 bins, with extra collection post-4th of July holiday. Routine well house cleaning and maintenance, including public restrooms at lighted ball diamonds, were conducted each Tuesday. Two complete mowing circuits were completed, and 40 barricades were retrieved from the parade route. Black dirt restoration work was done in specific areas, and the brush pile from recent storms was burned under favorable conditions. Twelve Julie locates were completed. The shop bathroom was demoed due to groundhog intrusion, with concrete poured to prevent further issues. Ball diamonds were dragged, and ag-lime was added to the lighted diamond. Public Works also worked with engineers on the MFT road project, including resident information, base repair undercuts, milling, and stockpiling. Preparation for paving a portion of the dead-end of Goodling Street, deteriorated, was included in the MFT project.

POLICE

The Police Department recorded 50 calls for service, wrote 10 incident reports, made 2 arrests, and issued 25 citations and warnings. Chief White and Sgt. Haff attended a ballistics testing presentation hosted by the Janesville, WI, Police Department, where Hornady Ammunition conducted tests on Law Enforcement Ammunition from multiple manufacturers to help determine the type and manufacturer of ammunition for duty use. The lightbar for the Village-owned UTV arrived, and Sgt. Haff installed the power head for controlling it, with full installation to occur soon. Officers were given individual access to the FLOCK Safety Automated License Plate Reader (ALPR) cameras installed in the area, resulting in several citations. Access to the FLOCK system allows officers to search for registration plates associated with crimes committed in Winnebago, leveraging over 40,000 FLOCK ALPR cameras deployed throughout the United States.

BOARD BRIEFS

WEEKLY UPDATE FROM THE VILLAGE ADMINISTRATOR

2024 VOLUME 25
WEEK OF JULY 29

POLICE

The Police Department recorded 44 calls for service, wrote 19 incident reports, made 20 arrests, and issued 34 citations and warnings. The lightbar installation on the Village-owned UTV has been completed and is operational. The Flock Automated License Plate Reader (ALPR) network has provided invaluable insights into vehicular traffic in targeted areas, identifying vehicles with registration violations and individuals with outstanding warrants. The Flock network also helped identify a vehicle involved in a retail theft at a local business, which could not have been identified without access to this network. Responses to six Freedom of Information Act (FOIA) requests were completed and transmitted to the requestor.

OFFICE STAFF

The Treasurer began working on the Treasurer's Report for the Village Board meeting, started budget entry, and continued cleaning up old reconciliations to prepare for the software change. The front office completed billing, and the Deputy Clerk began preparing election packets and notices, along with board meeting preparation. The Village Administrator met with a downtown business owner about a future expansion, met with the school district regarding their upcoming parking lot construction, and met with the developer for Peak Storage to assist them in the plan review process.

PUBLIC WORKS

Public Works completed daily rounds per IEPA requirements, including data recording and water treatment at six deep water wells, along with in-person site visits and SCADA supervision. They completed two mowing circuits and two trash circuits, and performed routine wellhouse cleaning and maintenance, including public restrooms at lighted ball diamonds. They assisted with the office move, continued storm debris clean-up, and completed 17 Julie locates. Tree trimming was done on David Drive, and ditch cleaning was performed in several areas to improve drainage. They conducted bat-wing rough mowing in areas and along the walking path, assisted in the final install of emergency lighting on the UTV with the Police Department, and addressed several homeowner calls regarding drainage issues.

Agenda Item Executive Summary

Item Name	AN ORDINANCE TO SET THE MINIMUM AND MAXIMUM SETBACK ZONE PROVISIONS TO PRESERVE THE QUALITY AND QUANTITY OF GROUNDWATER RESOURCES	Committee or Board	Village Board

BUDGET IMPACT			
Amount:	N/A	*Budgeted:*	No
List what fund:	N/A		

EXECUTIVE SUMMARY

The Illinois Environmental Protection Agency requires a Source Water Protection Plan and one of the Best Management Practices of the plan in ordinance form of the Minimum and Maximum setback zones. The Village staff had previously presented this draft ordinance for passage however records do not show that it made it before the board therefore the attached ordinance is being requested for consideration at the next Committee of the Whole meeting to be considered for adoption.

ATTACHMENTS (PLEASE LIST)

Draft of Ordinance, with map

ACTION REQUESTED

☐For Discussion Only

☐Resolution

☒Ordinance

☒Motion:

MOTION: I MOVE TO APPROVE ORDINANCE 2024-_____, AN ORDINANCE TO SET THE MINIMUM AND MAZIMUM SETBACK ZONE PROVISIONS TO PRESERVE THE QUALITY AND QUANTITY OF GROUNDWATER RESOURCES

Staff: Chad Insko, Director of Public Works Date: 8/12/2024

ORDINANCE NO. 2024-___
AN ORDINANCE TO SET THE MINIMUM AND MAXIMUM SETBACK ZONE PROVISIONS TO PRESERVE THE QUALITY AND QUANTITY OF GROUNDWATER RESOURCES

WHEREAS, the State of Illinois has adopted the Groundwater Protection Act, administered by the Illinois Environmental Protection Agency, and

WHEREAS, said Act is for the purpose of protection of community water supplies derived from subsurface wells, and

WHEREAS, the Village of Winnebago, Illinois water supply is derived from wells within the corporate limits of said Village (see "Appendix A" attached), and

WHEREAS, it is of benefit to, and in the best interest of, the residents of the Village that the Board of Trustees adopt an ordinance regarding groundwater protection, and for subsequent application to the Illinois Environmental Protection Agency.

NOW THEREFORE, BE IT ORDAINED by the Board of Trustees of the Village of Winnebago, Illinois:

Section 1.
Purpose

Pursuant to the authority conferred by 55 ILCS 5/5-15016 (2022); and 415 5/14.3 (2022); and in the interest of securing the public health, safety, and welfare; to preserve the quality and quantity of groundwater resources in order to assure a safe and adequate water supply for present and future generations; and to preserve groundwater resources currently in use and those aquifers having a potential for future use as a public water supply, the provisions of this ordinance shall apply to all properties located within the minimum setback zone established under Section 14.2 of the Environmental Protection Act. ("Act") (415 lLCS 5/14.2 (2022)) and this ordinance, and the maximum setback zone established under Section 14.3 of the Act (415 ILCS 5/14.3 (2022)) and this ordinance.

Section 2.
Definitions

Except as stated in this ordinance, and unless a different meaning of a word or term is clear from the context, the definition of words or terms in this ordinance shall be the same as those used in the Act and the Illinois Groundwater Protection Act (415 ILCS 55/1 (2022)):

"Act" means the Environmental Protection Act (415 ILCS 5/1 (2022)):

"Agency" means the Illinois Environmental Protection Agency.

"Board" means the Illinois Pollution Control Board.

"Maximum setback zone" means the area around a community water supply well established under Section 14.3 of the Act and this ordinance, and described in Appendix A.

"Minimum setback zone" means the area around a community water supply well established under Section 14.2 of the Act and this ordinance, and described in Appendix A.

Section 3.
Prohibitions

a) Except as provided in Sections 4 or 5, no person shall place a new potential source, new potential secondary source, or new potential route within the minimum setback zone.
b) Except as provided otherwise in Section 4, no person shall place a new potential primary source within the maximum setback zone.

Section 4.
Waivers, Exceptions, and Certifications of Minimal Hazard

a) If, pursuant to Section 14.2(b) of the Act, the owner of a new potential primary source, new potential secondary source, or new potential route is granted a waiver by the Agency, such owner shall be deemed to have a waiver to the same extent from Section 3(a) of this ordinance.
b) If, pursuant to Section 14.2(c) of the Act, the owner of a new potential primary source (other than land filling or land treating), new potential secondary source, or new potential route is granted a waiver and the same is accepted by the Board, such owner shall be deemed to have an exception to the same extent as provided in Section 3(a) of this ordinance.
c) If, pursuant to Section 14.2(c) of the Act, the owner of a new potential primary source (other than land filling or land treating), is granted an exception by the

Board, such owner shall be deemed to have an exception to the same extent as provided in Section 3(a) of this ordinance.

d) If, pursuant to Section 14.5 of the Act, the owner of a new potential primary source, new potential secondary source, or new potential route is issued a certificate of minimal hazard by the Agency, such owner shall not be subject to Section 3(a) of this ordinance to the same extent that such owner is not subject to Section 14.2(d) of the Act.

Section 5.
Exclusion

Section 3(a) of this ordinance shall not apply to new common sources of sanitary pollution as specified pursuant to Section 17 of the Act and the regulations adopted thereunder by the Agency; however, no such common sources may be located within the applicable minimum distance from a community water supply well specified by such regulations.

APPROVED:

_____

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

ATTEST:

_____

Sally Jo Huggins, Village Clerk

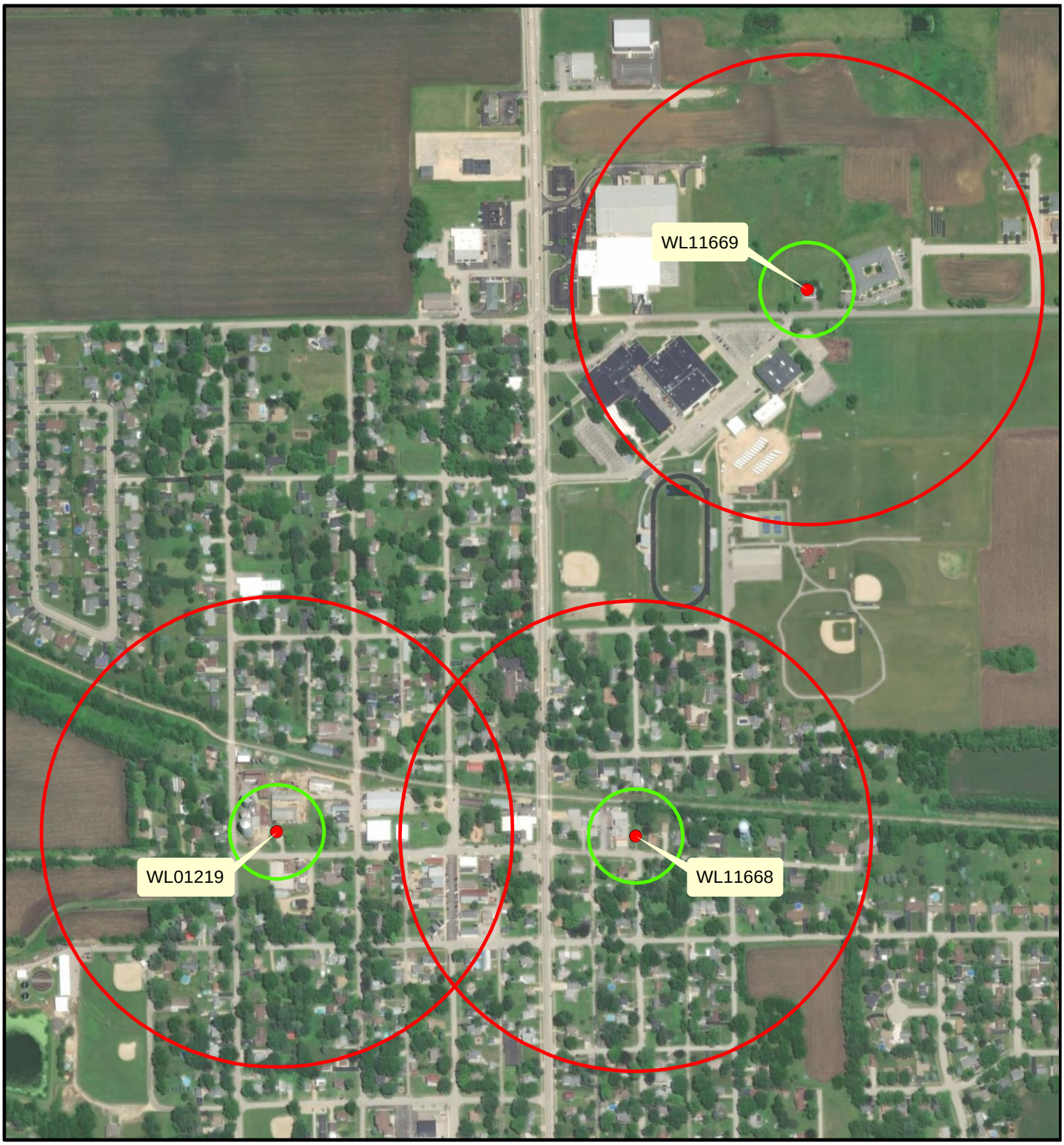
PASSED: _____

APPROVED: _____

PUBLISHED: _____
(in pamphlet form)

DRAFT

APPENDIX A
VILLAGE OF WINNEBAGO (IL2010500)
MAXIMUM SETBACK ZONE



Legend

- CWS Wells
- CWS Well Minimum Setback Zone
- CWS Well Maximum Setback Zone

ILLINOIS ENVIRONMENTAL PROTECTION AGENCY

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Agenda Item Executive Summary

Item Name	Sale of Village Property – Winnebago Highlands	Committee or Board	Board

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

EXECUTIVE SUMMARY

This item will be discussed in closed session Pursuant to 5 ILCS 120/2(c)(6).

ATTACHMENTS (PLEASE LIST)

CLOSED SESSION PACKET TO BE DISTRIBUTED IN MEETING

ACTION REQUESTED

☒For Discussion Only

☐Resolution

☐Ordinance

☐Motion:

MOTION:

Staff: Joseph Dienberg, Village Administrator Date: 8/12/2024

Agenda Item Executive Summary

Item Name	AN ORDINANCE AMENDING ORDINANCE NO. 2023-09 PROVIDING FOR THE USE AND OPERATION OF UTILITY TERRAIN VEHICLES (UTVs) WITHIN THE CORPORATE LIMITS OF THE VILLAGE OF WINNEBAGO, ILLINOIS	Committee or Board	Board

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

EXECUTIVE SUMMARY

At the July 8, 2024, Village Board meeting, The Village Board discussed the helmet requirements of the Pedal Bus and UTV Ordinances and the inconsistencies between them. The village board discussed either adding a helmet requirement to the Pedal Bus Ordinance or removing the requirement from the UTV Ordinance. The village board expressed interest in amending the UTV ordinance to change the helmet language from "Required" to "Recommended"

This item was discussed at the July 24, 2024 Committee of the Whole Meeting with no further changes.

ATTACHMENTS (PLEASE LIST)

Draft Ordinance, Ordinance 2023-09

ACTION REQUESTED

☐For Discussion Only

☐Resolution

☒Ordinance

☒Motion:

MOTION: I MOVE TO APPROVE ORDINANCE 2024-__ AN ORDINANCE AMENDING ORDINANCE NO. 2023-09 PROVIDING FOR THE USE AND OPERATION OF UTILITY TERRAIN VEHICLES (UTVS) WITHIN THE CORPORATE LIMITS OF THE VILLAGE OF WINNEBAGO, ILLINOIS

Staff:	Joseph Dienberg, Village Administrator	Date:	8/12/2024

ORDINANCE NO. _____

AN ORDINANCE AMENDING ORDINANCE NO. 2023-09 PROVIDING FOR THE USE AND OPERATION OF UTILITY TERRAIN VEHICLES (UTVs) WITHIN THE CORPORATE LIMITS OF THE VILLAGE OF WINNEBAGO, ILLINOIS

WHEREAS, the State of Illinois Vehicle Code allows municipalities to pass ordinances permitting the operation of certain types of vehicles, including Utility Terrain Vehicles (UTVs), on village streets; and

WHEREAS, the Village of Winnebago currently regulates the operation of UTVs within its corporate limits under Ordinance No. 2023-09; and

WHEREAS, the Village of Winnebago Board of Trustees seeks to amend said ordinance to align with the regulations of existing village ordinances, and also promote the safety and well-being of its residents; and

WHEREAS, the Village Board believes that while helmet use is important for safety, it should be recommended rather than mandated for UTV riders under the age of 18;

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

SECTION 1. AMENDMENT

The following section of Ordinance No. 2023-09 is hereby amended:

SECTION II: OPERATION OF UTILITY TERRAIN VEHICLES (UTVs)

1. **Subsection (d):** "Any person in the UTV under the age of 18 is recommended to wear a helmet."

SECTION 2. EFFECTIVE DATE

This ordinance shall become effective immediately upon passage by the Board of Trustees of the Village of Winnebago, and publication of the same in pamphlet form.

SECTION 3. SEVERABILITY

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

SECTION 4. REPEAL

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

APPROVED this _____ day of _____, 2024

_____

Franklin J. Eubank, Jr.,
Village President

ATTEST:

_____
Sally Jo Huggins, Village Clerk

PASSED: _____

APPROVED: _____

PUBLISHED IN PAMPHLET FORM: _____

STATE OF ILLINOIS)
)
COUNTY OF WINNEBAGO)

SS

PAMPHLET PUBLICATION CERTIFICATION FORM

I, Sally Jo Huggins, certify that I am the duly elected and acting Village Clerk of the Village of Winnebago, Winnebago County, Illinois.

I further certify that on OCTOBER 9, 2023 the Corporate Authorities of the above municipality passed and approved Ordinance No. 2023- 09, entitled, "**ORDINANCE PROVIDING FOR THE USE AND OPERATION OF UTILITY TERRAIN VEHICLES, (UTVs) WITHIN THE CORPORATE LIMITS OF THE VILLAGE OF WINNEBAGO, ILLINOIS**", which provided by its terms that it should be published in pamphlet form.

The pamphlet form of ordinance No. 2023- 09, including the ordinance and a cover thereof, was prepared and a copy of the ordinance was posted in the Village office located at 108 West Main Street, Winnebago, Illinois, commencing on _____, 2023, and continuing for a least (10) days thereafter. Copies of the ordinance were also available for public inspection upon request in the office of the Village Clerk located at the above Village office address.

DATED at Winnebago, Illinois, this _____ day of _____, 2023.

(SEAL)

_____
Sally Jo Huggins, Village Clerk

VILLAGE OF WINNEBAGO

ORDINANCE NO. 2023 - _____

ORDINANCE PROVIDING FOR THE USE AND OPERATION OF UTILITY TERRAIN VEHICLES, (UTVs) WITHIN THE CORPORATE LIMITS OF THE VILLAGE OF WINNEBAGO, ILLINOIS

ADOPTED BY THE BOARD OF TRUSTEES

VILLAGE OF WINNEBAGO

THIS _____DAY OF _____, 2023

Published in pamphlet form by authority of the Village Board of Trustees of the Village of Winnebago, Illinois, this _____day of _____, 2023

ORDINANCE NO. 2023-09

AN ORDINANCE PROVIDING FOR THE USE AND OPERATION OF UTILITY TERRAIN VEHICLES, (UTVs) WITHIN THE CORPORATE LIMITS OF THE VILLAGE OF WINNEBAGO, ILLINOIS

WHEREAS, the State of Illinois Vehicle Code allows for municipalities, by passage of an ordinance, to allow for the operation of certain types of vehicles to be operated on Village streets, including, but not limited to UTVs;

WHEREAS, the Village of Winnebago does not currently have a connected trail way system suitable for safe and efficient travel by UTVs;

WHEREAS, the Village of Winnebago Board of Trustees has reviewed the roads in the Village of Winnebago and believes that with strict restrictions and conditions in place there could be safe and efficient travel by UTVs within the Village on Village streets, except as noted herein, based on the size and features of UTVs which distinguishes them from other non-highway motorized vehicles; and

WHEREAS, the Village puts priority on the safety of its residents, while allowing reasonable use of recreational vehicles on its roads.

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

SECTION I
TITLE

This ordinance shall be known and may be cited as "UTV Operation and Safety Ordinance."

Definitions:

Utility Terrain Vehicle (UTV) shall mean a commercially designed and manufactured motorized off-highway device designed primarily for off-highway travel, 64 inches or less in width, having a manufacturer's dry weight of 2,000 pounds or less for gas-powered engines or 3,000 pounds or less for electric-powered engines, traveling on 4 or more non-highway tires, a steering wheel for steering control, and designed with non-straddle seating that conform to applicable federal regulations (see Title 49 C.F.R. part 571.500). UTV shall not include equipment such as lawnmowers.

Village Streets mean any public right of way, roadway, or street located within the corporate limits of the Village of Winnebago, and subject to the jurisdiction of the Village of Winnebago, Winnebago County IL.

SECTION II
OPERATION OF UTILITY TERRAIN VEHICLES (UTVS)

A. Operation of Utility Terrain Vehicles (UTVs) shall be allowed on Village Streets, with the exception that no UTV shall be allowed to directly cross Elida Street beyond the service road on the east side of Elida Street just south of Capriola Parkway, and no UTV shall be allowed to cross Elida Street from beyond Landmark Drive on the west side of Elida. (see attached map for areas where UTV operation not allowed)

B. No person shall operate a UTV upon the streets and roads subject to the jurisdiction of the Village of Winnebago unless such person meets the following requirements:

1. The operator must be 21years of age or older; consistent with Illinois graduated driver's license law whereby full driving privileges are granted with an Illinois driver's license at age 21 years old.
2. The operator must possess a current valid driver's license and be insured in the accordance with the laws of the State of Illinois providing for liability insurance. Operator of the UTV must be able to provide proof of valid insurance.
3. Any person in the UTV under the age of 18 must wear a helmet.
4. Any child who is subject to being in a car seat or booster seat in a passenger vehicle must also be in a car or booster seat in a UTV.

SECTION III
EQUIPMENT

All UTVs operated on Village Road and Streets must be equipped with the following:

1. Brakes and brake lights;
2. A rearview mirror;
3. White front headlight(s) that are illuminated when the vehicle is in operation and visible from a distance of 500 feet and otherwise in conformance with standard passenger vehicle headlights;
4. Red rear taillight(s)/lamp(s) that are illuminated when the vehicle is in operation and visible from a distance of not less than 100 feet;
5. Seatbelts for all occupants, which must be engaged and in use when the UTV is in motion;
6. Turn signals and horn;
7. Orange/red flag or a lighted whip of a solid yellow or amber color mounted 7 feet from ground level on either side of the UTV, and a slow-moving vehicle emblem mounted on the rear;
8. Windshield or eye protection as required when riding in a UTV; and
9. Any additional requirements required by the Illinois Motor Vehicle Code as may be amended from time to time and/or Village of Winnebago Ordinance.

SECTION IV
MISCELLANEOUS

1. Operators of UTVs must comply with and obey all traffic laws of the State of

Illinois, including, but not limited to, traveling only on roads posted as 35 MPH or less the ordinances of the Village of Winnebago.

2. UTVs shall be operated only on Village streets, except as provided herein, and not on highways subject to County, State, or Federal jurisdiction except to cross at intersections with Village streets, and except on that portion of Cunningham Road located within the corporate limits of the Village of Winnebago (which Cunningham Road is a highway under the jurisdiction of the County of Winnebago) upon receipt of written approval by the County of Winnebago to allow the same, and upon which passage of this ordinance is conditioned.

3. UTVs must obey posted speed limits but in no event travel faster than 35 MPH.

4. No person shall operate, or be in physical control of, a UTV on a Village roadway while impaired or under the influence of alcohol or drugs in violation of provisions of the Illinois Motor Vehicle Code.

5. UTVs shall not be operated on Village recreation paths unless being operated for purposes of snow removal by authorized Village personnel, or emergency personnel.

6. During use, UTV operators must have a copy of his/her approved application/permit available if requested by law enforcement or Village personnel.

7. UTVs shall not be operated on Park District property, except in the parking lot within the property, and shall not be operated on School District property.

8. UTVs shall not be operated on non-paved surfaces, including, but not necessarily limited to, grass.

9. UTVs shall only be allowed to operate from 7:00 am until 10:00 pm, consistent with the Village's noise ordinance.

10. UTVs shall not emit any noise in excess of 96 decibels at any time.

SECTION V
PERMITS

1. No person shall operate a UTV upon the Village streets without first obtaining a permit from the Village of Winnebago. Permits shall be issued for a period of one (1) year at a cost of one hundred dollars ($100.00) and renewed annually thereafter at a cost of fifty dollars ($50.00) on a calendar year basis, without proration. A decal or sticker shall be issued for each UTV certified to be operated upon the Village's streets upon the payment of the annual fee(s). The non-transferable decal or sticker must be prominently displayed on the rear of the UTV on the lower right-hand side. A replacement decal or sticker shall be twenty-five dollars ($25.00).

2. Neither permits nor stickers shall be transferable in the event of sale, gift, or other transfer of the ownership of the UTV to another individual or entity.

3. Applications for permits shall be obtained from the Village of Winnebago and, once completed, be returned to the Village Office, with proof of liability insurance on the UTV for which the permit is requested. The application shall be reviewed by the Village Deputy Clerk and Police Chief, or designee, for completeness, and, after collaboration and determination of completeness, the permit shall be issued by the Village Deputy Clerk.

4. The application shall include, at a minimum, the following information:

    1. Name, address and age of the applicant;
    2. Valid driver's license number;
    3. Phone number and email address of the applicant;
    4. Name of liability insurance carrier and a copy of the declaration of current coverage/certificate of insurance issued by the carrier insuring the UTV;

5. Make, model, serial number and description of UTV for which the permit is sought;
6. An executed waiver of liability signed by the applicant releasing the Village of Winnebago from any liability for any claim and agreeing to hold the Village harmless, and indemnify it for any claim resulting from the applicant's operation of the UTV on the Village streets whether injury occurs to the person or property of the applicant or any other person resulting from the operation of the TV by the applicant;
7. A statement by the applicant that the UTV meets all applicable State and local laws with regard to required equipment;
8. A statement that the applicant agrees at all times to comply with all applicable State and local laws governing the operation of UTVs; and
9. Such other information as may be requested by the Village.

5. A member of the Village Police Department shall inspect the vehicle before sticker issuance to ensure the UTV contains all the required equipment referenced in Article III above. However, such inspection, to ensure the UTV contains the required equipment, shall in no way act as a representation or guarantee of any kind by the Village, its elected or appointed officials, employees, agents, or representatives, as to the ultimate safety of the vehicle.

SECTION VI
Violations

Any violation of this ordinance shall be punishable by a fine of not less than two hundred fifty dollars ($250.00) for a first offense; five hundred dollars ($500.00) for a second offense; and seven hundred fifty dollars ($750.00) for a third or each subsequent offense. The Village reserves the right to suspend or revoke the violator's permit to operate a UTV upon the roads and streets of the Village in the sole discretion of the Village of Winnebago Chief of Police, for any violation of this ordinance, regardless of whether it is a first or subsequent offense. To the extent that any violation of this ordinance also constitutes a violation of a criminal statute of the state of Illinois, then the violator shall also be subject to criminal prosecution.

SECTION VII
Effective Date

In light of the fact that a portion of Cunningham Road, a road under the jurisdiction of the County of Winnebago, IL, is within the corporate limits of the Village of Winnebago, this ordinance shall take effect ninety (90) days after passage to allow sufficient time for written permission to be obtained from the County of Winnebago through the Winnebago County Board to allow travel of UTVs on that portion of Cunningham Road within the corporate limits of the Village of Winnebago, Illinois, as the County of Winnebago only considers such request after passage of a UTV ordinance by the Village. In the event written permission is not able to be obtained from the County of Winnebago within the time frame listed, this ordinance shall be null and void, unless the County of Winnebago, through its authorized personnel, expresses additional time is needed to consider the request, as opposed to issuing a denial of the request

within the ninety (90) day time period.

APPROVED this 9th day of October, 2023

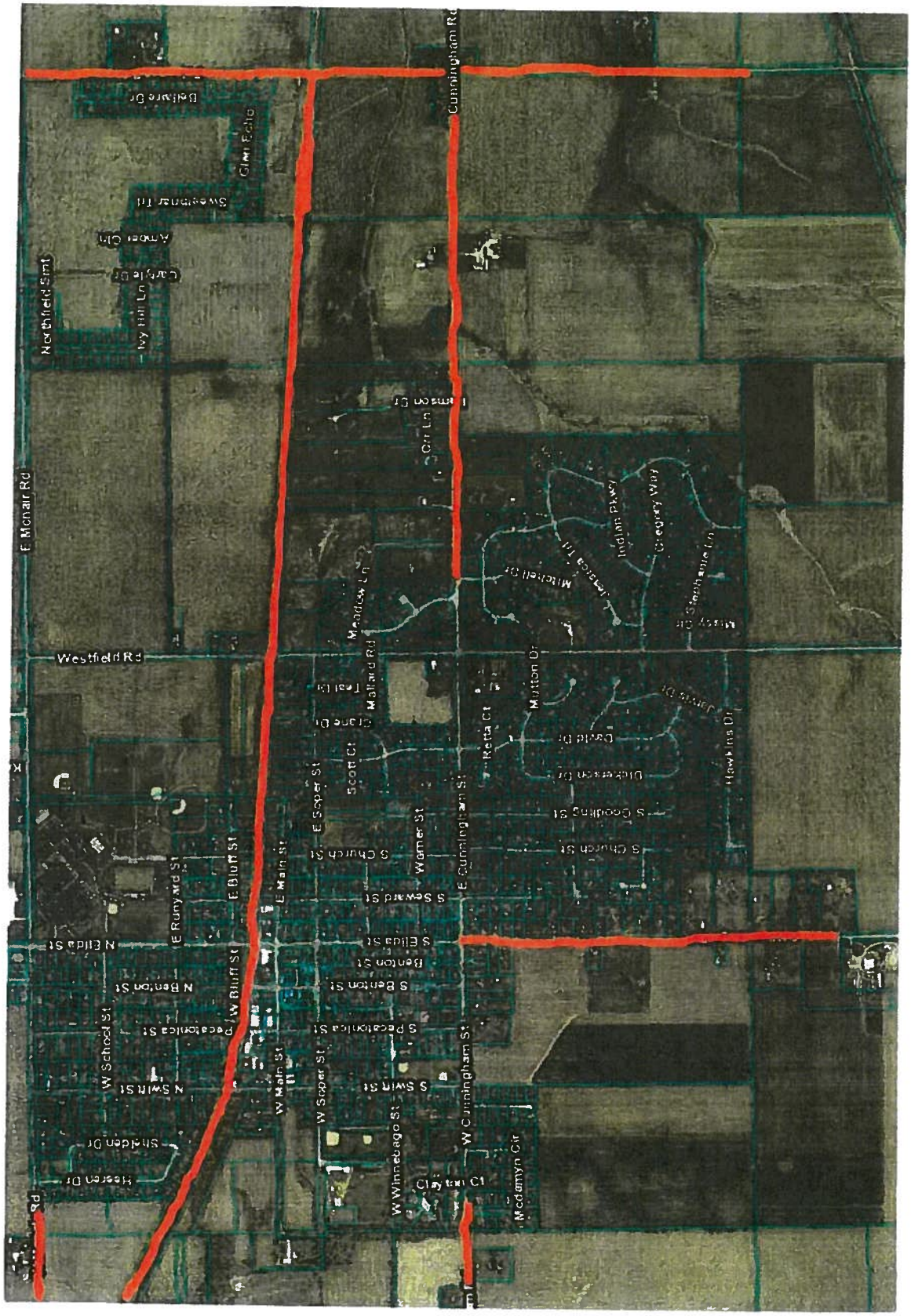
Franklin J. Eubank, Jr.,
Village President

ATTEST:

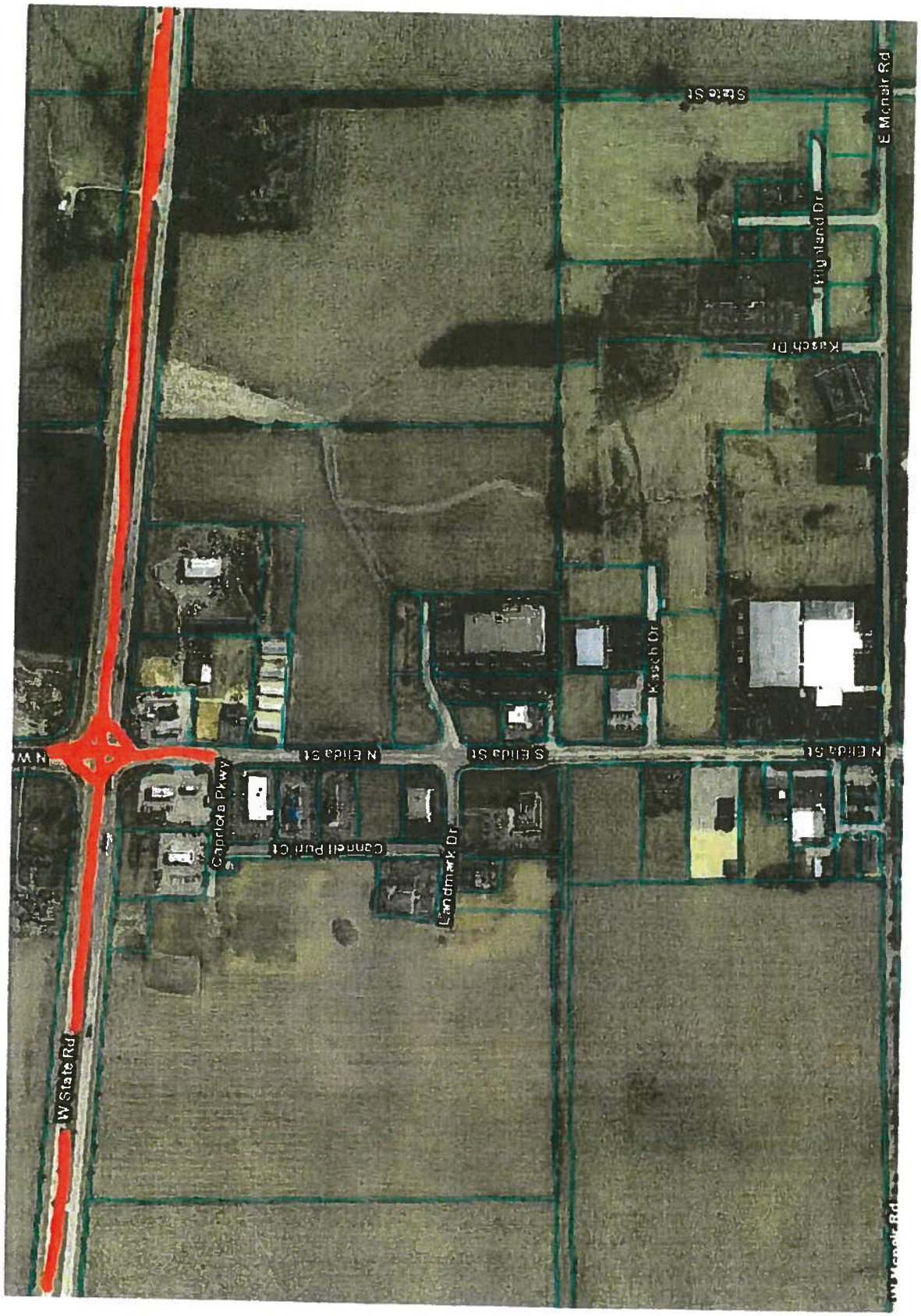
Sally Jo Huggins, Village Clerk

PASSED: 10-9-2023
APPROVED: 10-9-2023
PUBLISHED IN PAMPHLET FORM: _____

Map of Area where UTV Operation not Allowed in Village
(marked in red)



Map of Area where UTV Operation not Allowed in Village
(marked in red)



Agenda Item Executive Summary

Item Name	AN ORDINANCE AMENDING ORDINANCE NO. 76-5 TO UPDATE BURNING REGULATIONS AND FINES	Committee or Board	Board

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

EXECUTIVE SUMMARY

At the June 10th Village Board Meeting, residents speaking in Public Comment Raised concerns over the Village's current burning regulations. After reviewing the current ordinances, staff is recommending to amend those regulations.

The attached draft ordinance amends Ordinance No. 76-5 to prohibit burning whenever there is an official warning by the National Weather Service or any other identified danger. The ordinance also revises fines for violations to be $250 for the first offense, $500 for the second offense, and $750 for the third and subsequent offenses, which is in line with the Villages current fees for other ordinance violations.

At the July 24 Committee of the Whole Meeting, the Committee discussed the inclusion of allowing for Village staff burning, and the following language was added: Village employees, while performing official village duties, may conduct burning of landscape waste accumulated from storm collection or other similar events, provided that the burning is supervised at all times. Village staff will make reasonable efforts to repurpose any debris, but if repurposing is not reasonably feasible, the debris may be burned.

ATTACHMENTS (PLEASE LIST)

Draft Ordinance, Ordinance 1976-5, Ordinance 1996-3

ACTION REQUESTED

☐For Discussion Only

☐Resolution

☒Ordinance

☒Motion:

MOTION: I MOVE TO APPROVE ORDINANCE 2024-__, AN ORDINANCE AMENDING ORDINANCE NO. 76-5 TO UPDATE BURNING REGULATIONS AND FINES.

Staff:	Joseph Dienberg, Village Administrator	Date:	8/12/2024

ORDINANCE NO. _____

AN ORDINANCE AMENDING ORDINANCE NO. 76-5 TO UPDATE BURNING REGULATIONS AND FINES

WHEREAS, he Village of Winnebago, Winnebago County, Illinois, previously enacted Ordinance No. 76-5 to regulate the burning of combustible matter and material within the corporate limits of the Village of Winnebago, Illinois to protect the general environment, health, and property; and

WHEREAS, it is necessary to amend Ordinance No. 76-5 to address additional circumstances under which burning should be limited, and to update the fines to be consistent with other Village ordinances;

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

SECTION 1. AMMENDMENTS

Section III(c) of Ordinance No. 76-5 is hereby amended to read as follows:

1. The open or outside burning of natural deposits of leaves and landscape waste shall be permitted on private property where the leaves grew or were naturally deposited, or the landscape waste grew and/or accumulated between the hours of 8:00 A.M. and 10:00 P.M., subject to the following provisions:

    a. Such burning must be attended by an adult at all times.

    b. Following the burning of the leaves and/or landscape waste, all flames, hot coals, and embers shall be fully extinguished by raking of the residue or by the use of water, sand, soil, or other nonflammable matter prior to leaving the burning site unattended.

    c. Leaves or landscape waste shall not be burned in or upon public streets, alleys, sidewalks, driveways, or other public property by anyone other than an employee of the Village, or so close to any building, fence, or other structure as to create a fire hazard.

    d. Ashes and/or partially burned leaves or landscape waste shall not be deposited in or upon or washed into or upon any public street, alley, sidewalk, driveway, or other public property including storm sewers, sanitary sewer facilities, and surface water drainage facilities.

2. Burning is prohibited whenever there is an official Fire Weather Watch or Red Flag Warning by the National Weather Service (NWS), or any other events where the Village of Winnebago identifies a prominent fire danger.

Section IV of Ordinance No. 76-5 is hereby amended to add:

Village employees, while performing official village duties, may conduct burning of landscape waste accumulated from storm collection or other similar events, provided that the burning is supervised at all times. Village staff will make reasonable efforts to repurpose any debris, but if repurposing is not reasonably feasible, the debris may be burned.

Section V of Ordinance No. 76-5 is hereby amended to read as follows:

Any violation of this ordinance shall be punishable by a fine of not less than two hundred fifty dollars ($250.00) for a first offense; five hundred dollars ($500.00) for a second offense; and seven hundred and fifty dollars ($750.00) for a third or each subsequent offense.

SECTION 2. EFFECTIVE DATE

This ordinance shall become effective immediately upon passage by the Board of Trustees of the Village of Winnebago, and publication of the same in pamphlet form.

SECTION 3. SEVERABILITY

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

SECTION 4. REPEAL

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

APPROVED this _____ day of _____, 2024

_____

Franklin J. Eubank, Jr.,
Village President

ATTEST:

_____
Sally Jo Huggins, Village Clerk

PASSED: _____

APPROVED: _____

PUBLISHED IN PAMPHLET FORM: _____

ORDINANCE NO. 76-5

AN ORDINANCE PROVIDING REGULATIONS FOR BURNING O F COMBUSTIBLE MATTER AND MATERIAL WITHIN THE CORPORA TE LIMITS OF THE VILLAGE OF WINNE BAGO, ILLINOIS

W HEREAS, the increase in burning of combustible matter and material now requires reasonable and proper regulation and control to protect the general environment, health and property:

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

SECTION I

Title: This Ordinance shall be known and may be cited as "THE OPEN BURNING ORDINANCE".

SECTION II

Definitions:

(a) Agricultural Wastes. Any refuse, except garbage and dead animals, generated on a farm or ranch by crop and livestock production practices, including such items as bags, cartons, dry bedding and structural materials.

(b) Domicile Waste. Any refuse gene rated on single -family domiciliary property as a result of domiciliary activities. The term excludes garbage and trade waste as defined he rein.

(c) Garbage. Refuse resulting from the handling, processing, preparation, cooking, and consumption of food or food products.

(d) Landscape Waste. Any vegetable or plant refuse, except garbage. The term includes trees, tree trimmings, branches, stumps, brush, weeds, grass, shrubbery, and yard

trimmings.

(e) Leaves. Leaves from deciduous trees, bushes and plants, both annual and perennial, excluding agricultural crop waste and landscape waste as defined he rein.

(f) Open Burning. The combustion of any matter in such a way that the products of the combustion are emitted to the open air.

(g) Refuse. Any discarded matter; or any matter excluding garbage which is to be reduced in volume, or otherwise changed in chemical or physical properties, in order to facilitate its discard, removal or disposal.

(h) Trade Waste. Any refuse resulting from the prosecution of any trade, business, industry, commercial venture, utility or service activity, and any government or institutional activity, whether or not for profit. The term includes landscape waste but excludes agricultural waste.

SECTION III

Open or Outside Burning Regulations:

(a) No person shall engage in, cause, allow or permit the open or outside burning of agricultural waste, domicile waste, garbage, refuse or trade waste.

(b) No person shall engage in, cause, allow or permit the burning of domicile waste, refuse or trade waste inside any building or enclosure except within a chamber, apparatus or equipment designed for and controlling or regulating the combustion and disposal of the type of material or matter being burned.

(c)) The open or outside burning of natural deposits of leaves and landscape waste shall be permitted on private property where the leaves grew or were naturally deposited, or the landscape waste grew and/or accumulated, between the hours of 8:00 A. M. and 10:00 P. M., subject to the following pro visions, to-wit:

1. Such burning must be attended by an adult at all times.

2. Following the burning of the leaves and/or landscape waste, all flames, hot coals and embers shall be fully extinguished by raking of the residue or by the use of water, sand, soil or other

nonflammable matter prior to leaving the burning site unattended.

3. Leaves or landscape waste shall not be burned in or upon public streets, alleys, sidewalks, driveways or other public property by anyone other than an employee of the Village, or so close to any building, fence or other structure as to create a fire hazard.

4. Ashes and/or partially burned leaves or landscape waste shall not be deposited in or upon or washed into or upon any public street, alley, sidewalk, driveway or other public property including storm sewers, sanitary sewer facilities and surface water drainage facilities.

SECTION IV

Exemptions:

The following activities are not in violation of this Ordinance unless engaged in to the degree that they cause air pollution as defined in Sec. 9 (c) of the State of Illinois Environmental Protection Act of 1970.

(a) The setting of fires to combat or limit existing fires, when reasonably necessary in the judgment of the fire chief of the Win-Bur-Sew Fire Protection District.

(b) The burning of fuels for legitimate campfire, recreational, and cooking purposes, or in domestic fireplaces, in areas where such burning is consistent with other laws, provided that no garbage shall be burned in such cases.

(c) Small open flames for heating tar, for welding, acetylene torches, highway safety flares, and the like.

SECTION V

Fines and Penalties:

(a) Any person, firm or corporation violating any provision of this Ordinance shall be fined not less than Ten Dollars ($10.00) nor more than Two Hundred Dollars ($200.00), for each offense.

(b) Any person, firm or corporation causing injury to any person or damage to the property of any person by any violation of

this Ordinance shall be fined not less than Twenty-five Dollars ($25. 00) nor more than Five Hundred Dollars ($500. 00).

(c) A separate offense shall be deemed committed on each day during or on which a violation occurs or continues.

This ORDINANCE shall be in full force and effect from and after its passage, approval and publication, as provided by law.

APPROVED:

President of the Board of Trustees
of the Village of Winnebago

ATTEST:

Village Clerk

PASSED: July 12, 1976

APPROVED: July 12, 1976

PUBLISHED: July 15, 1976

9627301 06/03/1996 04:42P 1 of 3
Ken Staaf, Winnebago County Recorder

REC'D JUL 30 1996

REC'D JUN 3 1996
2 PM lc

ORDINANCE NO. 96-3

AN ORDINANCE AMENDING SECTION 3(C) OF AN ORDINANCE ENTITLED "AN ORDINANCE PROVIDING REGULATIONS FOR BURNING OF COMBUSTIBLE MATTER AND MATERIAL WITHIN THE CORPORATE LIMITS OF THE VILLAGE OF WINNEBAGO, ILLINOIS", BEING NUMBERED ORDINANCE 76-5,

WHEREAS, the Village of Winnebago, Winnebago County, Illinois, has heretofore, via Ordinance 76-5, made and enacted all needful rules and regulations for the burning of combustible matter and material within the corporate limits of the Village of Winnebago, Illinois, to protect the general environment, health, and property; and

WHEREAS, one of said rules and regulations relates to the hours during which open or outside burning of natural deposits of leaves and landscape waste shall be permitted on private property where the leaves grew or were naturally deposited, or the landscape waste grew and/or accumulated; and

WHEREAS, Ordinance 76-5 specifically set out the hours that such open or outside burning of natural deposits of leaves and landscape waste shall be permitted on private property would be between the hours of 8:00 a.m. and 10:00 p.m.; and

WHEREAS, the Village of Winnebago Board of Trustees has decided that it is in the best interest of protection of the general environment, public health, property, and respect of each landowner's right to peaceable enjoyment of said landowner's property, that the hours of allowed open burning of natural deposits of leaves and landscape waste shall be permitted on private property where the leaves grew or were naturally

deposited, or the landscape waste grew and/or accumulated be further restricted.

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

Section III(c) That Section III(c), on page 2 of "An Ordinance Providing Regulations for Burning of Combustible Matter and Material Within the Corporate Limits of the Village of Winnebago, Illinois, being numbered Ordinance 76-5", heretofore passed and approved on the 12th day of July, 1976, and duly published as required by law because the same provided for certain fines and/or penalties, be and is hereby amended in words to read as follows:

The open or outside burning of natural deposits of leaves and landscape waste shall be permitted on private property where the leaves grew or were naturally deposited, or the landscape waste grew and/or accumulated between the hours of 3:30 p.m. to 10:00 p.m. Monday through Friday, and from 8:00 a.m. to 10:00 p.m. on Saturday and Sunday, subject to the following provisions to-wit:

1. Such burning must be attended by an adult at all times.

2. Following the burning of the leaves and/or landscape waste, all flames, hot coals and embers shall be fully extinguished by raking of the residue or by the use of water, sand, soil or other nonflammable matter prior to leaving the burning site unattended.

3. Leaves or landscape waste shall not be burned in or upon public streets, alleys, sidewalks, driveways or other public property by anyone other than an employee of the Village, or so close to any building, fence or other structure as to create a fire hazard.

4. Ashes and/or partially burned leaves or landscape waste shall not be deposited in or upon or washed into or upon any public street, alley, sidewalk, driveway or other public property including storm sewers, sanitary sewer facilities and surface water drainage facilities.

This Amending Ordinance shall take effect from and after its passage, approval, and publication as provided by law, and the subsequent remaining paragraphs in Section III of Ordinance 76-5, as well as all provisions of said Ordinance 76-5 not amended by this Ordinance shall remain in full force and effect.

APPROVED:

Steven E. Jackson, President
Village of Winnebago Board of Trustees

ATTEST:

Sally Jo Huggins, Village Clerk

PASSED: 5-13-96

APPROVED: 5-13-96

PUBLISHED: 5-22-96

Return to: Atty. Mary Graziano (box)

Agenda Item Executive Summary

Item Name	AN ORDINANCE AMENDING ORDINANCE NO. 2024-06 TO ALLOW FOR ALCOHOL ON PEDAL BUSES IN ACCORDANCE WITH ARTICLE IX, SECTION 9 OF THE VILLAGE'S LIQUOR ORDINANCE	Committee or Board	Board

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

EXECUTIVE SUMMARY

This ordinance amends Ordinance No. 2024-06 to allow the consumption of alcoholic beverages on pedal buses within the Village of Winnebago, under a Bring Your Own Beverage (BYOB) arrangement. Upon original passage, the ordinance prohibited the consumption of alcohol on a Pedal Bus.

It mandates that all alcohol consumption must comply with the guidelines set forth in Article IX, section 9 of the Village's Liquor Ordinance. Operators must verify that passengers consuming alcohol are of legal drinking age and ensure that alcohol is only consumed while the pedal bus is in motion, except when boarding or disembarking. The operator is responsible for maintaining control over the service and consumption of alcohol to ensure compliance with all applicable laws and ordinances.

This item was discussed at the July 24, 2024 Committee of the Whole meeting with no further changes.

ATTACHMENTS (PLEASE LIST)

Draft Ordinance, Ordinance 2024-06, Ordinance 2024-11

ACTION REQUESTED

☐For Discussion Only

☐Resolution

☒Ordinance

☒Motion:

MOTION: I MOVE TO APPROVE ORDINANCE 2024-__, AN ORDINANCE AMENDING ORDINANCE NO. 2024-06 TO ALLOW FOR ALCOHOL ON PEDAL BUSES IN ACCORDANCE WITH ARTICLE IX, SECTION 9 OF THE VILLAGE'S LIQUOR ORDINANCE

Staff:	Joseph Dienberg, Village Administrator	Date:	8/12/2024

ORDINANCE NO. _____

AN ORDINANCE AMENDING ORDINANCE NO. 2024-06 TO ALLOW FOR ALCOHOL ON PEDAL BUSES IN ACCORDANCE WITH ARTICLE IX, SECTION 9 OF THE VILLAGE'S LIQUOR ORDINANCE

WHEREAS, the Village Board previously adopted Ordinance No. 2024-06, providing for the use and operation of pedal buses within the corporate limits of the Village of Winnebago, Illinois; and

WHEREAS, Ordinance No. 2024-06 currently prohibits the consumption of alcoholic beverages on pedal buses due to the absence of a relevant liquor license category; and

WHEREAS, the Village, via Ordinance 2024-11 passed by the Village Board of Trustees on July 8, 2024, has since adopted new provisions under Article IX, section 9 of the Village's Liquor Ordinance, which allows for the consumption of alcoholic beverages on pedal buses under certain conditions; and

WHEREAS, the Village Board desires to amend Ordinance No. 2024-06 to allow for the consumption of alcoholic beverages on pedal buses in accordance with the new liquor license category;

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

SECTION 1. AMENDMENT

Section IX of Ordinance No. 2024-06 is hereby amended to read as follows:

SECTION IX: ALCOHOL

1. Alcoholic beverages are permitted on pedal buses under a BYOB (Bring Your Own Beverage) arrangement.
2. The consumption of alcoholic beverages on pedal buses must comply with all rules, regulations, and conditions set forth in Article IX, section 9 of the Village's Liquor Ordinance.
3. The operator must ensure that all passengers consuming alcohol are of legal drinking age and must verify identification before allowing alcohol consumption.

SECTION 2. EFFECTIVE DATE

This ordinance shall become effective immediately upon passage by the Board of Trustees of the Village of Winnebago, and publication of the same in pamphlet form.

SECTION 3. SEVERABILITY

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

SECTION 4. REPEAL

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

APPROVED this _____ day of _____, 2024

_____

Franklin J. Eubank, Jr.,
Village President

ATTEST:

_____
Sally Jo Huggins, Village Clerk

PASSED: _____

APPROVED: _____

PUBLISHED IN PAMPHLET FORM: _____

VILLAGE OF WINNEBAGO

ORDINANCE NO. 2024 - 016

AN ORDINANCE PROVIDING FOR THE USE AND OPERATION OF PEDAL BUSES WITHIN THE CORPORATE LIMITS OF THE VILLAGE OF WINNEBAGO, ILLINOIS

ADOPTED BY THE BOARD OF TRUSTEES

VILLAGE OF WINNEBAGO

THIS 10th DAY OF JUNE, 2024

Published in pamphlet form by authority of the Village Board of Trustees of the Village of Winnebago, Illinois, this 26th day of JUNE, 2024

ORDINANCE NO. 2024-06

AN ORDINANCE PROVIDING FOR THE USE AND OPERATION OF PEDAL BUSES WITHIN THE CORPORATE LIMITS OF THE VILLAGE OF WINNEBAGO, ILLINOIS

WHEREAS, pursuant to 65 ILCS 5/11-80-1, subject to the provisions of the Illinois Motor Vehicle Code, the corporate authorities of each municipality may regulate the use of streets and other municipal roadways within its jurisdiction; and

WHEREAS, the Illinois Motor Vehicle Code does not currently govern pedal buses, as the same are not considered motorized vehicles; and

WHEREAS, at a Village Board meeting on April 8th, a business owner proposed the operation of a "Pedal Bus" in Winnebago, as hereafter defined, sparking discussions on safety and regulation; and

WHEREAS, the novelty of such a business venture in the Village, its potential to attract visitors to the Village, and safety concerns were raised, including the obstruction of traffic flow and risks posed to passengers amidst vehicular traffic; and

WHEREAS, the Village Board believes the allowance of pedal buses in the Village would be a positive addition to the Village, while recognizing the need to regulate the operation of pedal buses to ensure the safety of passengers and the general public; and

WHEREAS, the Village Board desires to allow the operation of pedal buses on Village streets, with appropriate restrictions to address these safety concerns, and to allow for the operation of this unique business model in an effort to enhance tourism in the area;

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

SECTION I: TITLE

This ordinance shall be known and may be cited as the "PEDAL BUS OPERATION AND SAFETY ORDINANCE."

SECTION II: DEFINITIONS

For the purposes of this ordinance, the following words and phrases shall have the meanings respectively ascribed to them unless the context otherwise requires:

- **Pedal Bus**: Any single-unit device upon which any person may ride propelled predominantly by human power through a belt, chain, or gears having four or more wheels and designed and constructed in such a manner as to engage in the business of carrying groups of passengers for hire as agreed by pre-arranged contract, with battery assist allowed as a safety measure.
- **Pedal Bus Business**: The business of operating a Pedal Bus for the recreational or physical transportation of groups of the general public as agreed by pre-arranged contract for a fee.
- **Pedal Bus Driver**: The person in actual physical control of the Pedal Bus.
- **Pedal Bus Business License**: A license granted in accordance with this ordinance.
- **Operator**: The owner of a business that provides Pedal Bus services.
- **Village Streets**: Any public right of way, roadway, or street located within the corporate limits of the Village of Winnebago, and subject to the jurisdiction of the Village of Winnebago, Winnebago County IL.

SECTION III: APPLICABILITY

The provisions of this ordinance shall be applicable to all Pedal Buses and to the drivers and operators of such Pedal Buses within the corporate limits of the Village of Winnebago.

SECTION IV: PEDAL BUS DRIVER REQUIREMENTS

1. **State of Illinois Driver's License Required**: No person shall drive a Pedal Bus or be hired or permitted to do so unless they are a duly licensed valid driver by the State of Illinois.
2. **Qualifications of Pedal Bus Driver**: No person shall drive a pedal bus or be permitted to do so if they are not:
    a) A duly licensed valid driver in the State of Illinois; and
    b) Familiar with local traffic laws and ordinances; and
    c) The age of twenty-one (21) years or older.

SECTION V: PEDAL BUS BUSINESS LICENSE

1. **License Required**: No person shall engage in the business of operating a Pedal Bus in the Village without first having secured a license as provided in this section. Licenses shall be issued for a period of one (1) year at a cost of two hundred dollars ($200.00) and renewed annually thereafter at a cost of two hundred dollars ($200.00) on a calendar year basis without proration. A decal or sticker shall be issued for each Pedal Bus certified to be operated upon the Village's streets upon the payment of the annual fee(s). The non-transferable decal or sticker must be prominently displayed on the rear of the Pedal Bus on the lower right-hand side. A replacement decal or sticker shall be twenty-five dollars ($25.00).

2. **Application**: A verified application for a Pedal Bus business license shall be made in writing by the owner or manager of the Pedal Bus to the Village Administrator or their designee upon forms furnished by the Village. The application shall include the following information as applicable:

   a) The full name of the applicant (if a firm or corporation, provide names, telephone numbers, and addresses of the president, secretary, and treasurer);

   b) The applicant's residence (local and permanent) address;

   c) The full name and intended place of business, the telephone number of the business, and the owner and/or manager;

   d) The number of Pedal Buses to be operated, a complete description of each Pedal Bus to be used, pictures clearly depicting all four (4) sides of each unit to be operated, the seating capacity thereof according to its trade rating, the company assigned number, the body style, and the color;

   e) Issuance and validity statement and insurance certificates;

   f) Name of liability insurance carrier and a copy of the declaration of coverage/certificate of insurance issued by the carrier insuring the Pedal Bus, listing the Village of Winnebago an additional insured;

   g) Make, model, serial number, and description of Pedal Bus for which the license is sought;

   h) An executed waiver of liability signed by the applicant releasing the Village of Winnebago from any liability for any claim and agreeing to hold the Village harmless and indemnify it for any claim resulting from the applicant's operation of the Pedal Bus on the Village streets;

   i) A statement by the applicant that the Pedal Bus meets all applicable State and local laws with regards to required equipment;

   j) A statement that the applicant agrees at all times to comply with all applicable State and local laws governing the operation of Pedal Buses;

k) Signature of applicant; and

l) Such other information as may be requested by the Village.

3. **Issuance**:

a) The Village Administrator or their designee is authorized to issue a license to any qualified applicant for the operation of a Pedal Bus business. The license shall contain a distinguishing number, full name of the person owning such Pedal Bus business, and their business address.

b) The Pedal Bus business license shall be non-assignable and nontransferable.

c) The Pedal Bus business shall carry a copy of said license aboard the Pedal Bus unit at all times and shall present it for inspection upon the request of any passenger or law enforcement officer.

4. **Duplicate Licenses**: Whenever an owner/manager of a Pedal Bus business has lost or destroyed their license, they shall submit an affidavit in writing to the Village Administrator or their designee stating that the license has been lost or destroyed. The Village Administrator or their designee shall issue a duplicate copy or substitute thereof, for a replacement fee of twenty-five ($25) dollars.

5. **Suspension or Revocation**:

a) The issuing authority may initiate suspension and/or revocation proceedings for a license issued under this ordinance for any of the following:

1) Violation of any ordinance provisions regulating a license of a Pedal Bus business or any other provisions of Village ordinances;

2) Knowingly allowing as a driver of a Pedal Bus a person with a driver's license that is suspended or revoked under the State Vehicle Code (625 ILCS 5/1-100 et seq.).

b) Any person whose business license has been revoked shall immediately return every such license to the Village Administrator.

6. **Changes in License Information**: Licensees shall report any change in information furnished in the application for a Pedal Bus business license pursuant to this section to the Village Administrator or their designee in writing within ten (10) days of the change. Failure to so report shall be cause for suspension or revocation of the license.

7. **Renewal of Business License**: If a business license holder wants to renew their business license to operate a Pedal Bus so that the renewal takes effect immediately upon the expiration of the prior annual license, such license holder must submit the renewal application prior to January 1. Applications for renewal submitted after January 1 shall incur a late fee. If the late fee is not paid prior to issuance of the renewed license, the existing license shall lapse as of 11:59 p.m. on December 31.

SECTION VI: RATES

1. **Calculating Rates and Fares**:
   a) It shall be unlawful for the driver of a Pedal Bus to charge a passenger a fare that was not agreed upon with the passenger in advance through a pre-arranged contract.
   b) A copy of said contract must be present with the Pedal Bus driver for the duration of each group's reservation.

SECTION VII: RULES AND REGULATIONS

1. **Proof of Insurance or Bond**: No Pedal Bus business shall provide Pedal Bus service unless such Pedal Bus is covered by a bond or an insurance policy or other proof of general liability insurance in the minimum amount of one million dollars ($1,000,000.00) per person, two million dollars ($2,000,000.00) per incident, and one hundred thousand ($100,000.00) for property damage. Evidence of such coverage shall be filed with the Village Administrator prior to the issuance of any Pedal Bus business license. Such insurance or bond must list the Village of Winnebago as an additional insured.

2. **False Representation**: No driver or other employee of a Pedal Bus business shall imitate the name, colors, or emblems previously adopted and in use by any another Pedal Bus business or represent themselves as an employee of any other Pedal Bus business.

3. **Use of Pedal Bus for Crime**: No person shall knowingly permit any pedal bus to be used in the perpetration of a crime.

4. **Obedience of Traffic Rules**: Every driver of a Pedal Bus shall obey all traffic rules established by statute or ordinance.

5. **Number of Passengers; Seating Arrangement**:
   a) No Pedal Bus driver shall exceed the rated seating capacity of the Pedal Bus.
   b) No Pedal Bus driver shall operate a pedal bus until all passengers are seated in a seat designated for that purpose.
   c) No passenger shall be allowed to ride the Pedal Bus except in the designated seating area.

6. **Sound Amplification Systems**: Pedal Buses licensed under this ordinance shall not operate or permit the operation of any sound amplification system in violation of any Village Ordinance.

7. **Pedal Bus Operation**:

   a) No Pedal Bus driver shall transport passengers while using a cell phone or other wireless device unless said Pedal Bus is not in motion.

   b) No Pedal Bus shall be driven in weather conditions that pose an unreasonable safety risk to the driver or passengers of the Pedal Bus or to motorists or pedestrians.

   c) For the purposes of immediately loading and unloading passengers, a Pedal Bus may remain standing upon a street if the Pedal Bus is in any legal parking stall, designated loading zone, or any other location that does not impede pedestrian or vehicular traffic.

   d) No Pedal Bus driver shall board passengers or allow passengers to exit a Pedal Bus from a traffic lane.

   e) No Pedal Bus shall be left unattended by the Pedal Bus driver unless legally parked in a legal parking stall.

   f) No Pedal Bus driver shall operate a Pedal Bus on a street with a posted speed limit of thirty-five (35) miles per hour or greater, except for the purpose of crossing that street.

   g) No Pedal Bus driver while driving a Pedal Bus shall stop on a street with a posted speed limit of thirty-five (35) miles per hour or greater in order to pick up or drop off passengers.

   h) No Pedal Bus driver shall drive a Pedal Bus on a sidewalk or a designated path constructed for use by pedestrians, (including, but not necessarily limited to, the Pecatonica Prairie Path).

   i) No Pedal Bus driver shall drive a Pedal Bus in a way that obstructs the flow of pedestrian traffic except for the time period necessary to pick up or drop off passengers.

8. **Route Restrictions**:

   a) No Pedal Bus shall operate on any street with a posted speed limit of greater than thirty-five (35) miles per hour, with the exception of crossing said street in a legal manner.

   b) Operation of a Pedal Bus shall be allowed on Village Streets, with the exception that no Pedal Bus shall be allowed to directly cross Elida Street beyond the service road on the east side of Elida Street just south of Capriola Parkway, and no Pedal Bus shall be allowed to cross Elida Street from beyond Landmark Drive on the west side of Elida. (see attached map for areas where Pedal Bus operation not allowed)

9. **Hours of Operation:** The allowed hours of operation for the pedal bus shall be daily from 7:00 a.m. until Sunset.

SECTION VIII: EQUIPMENT

1. **Condition of Pedal Bus; Inspections**:

   a) No license to engage in the business of driving a Pedal Bus shall be issued unless:

      i. The Pedal Bus is equipped with seats for the driver and all passengers;

ii. The Pedal Bus provides a hood or cover to protect passengers from the elements;

iii. The Pedal Bus is equipped with hydraulic or mechanical disc brakes, which are battery powered or generator operated, both front and rear turn signals, tires, and a bell or horn;

iv. The Pedal Bus is equipped with permanently affixed headlights. The headlights shall be capable of projecting a beam of white light five hundred (500) feet;

v. The Pedal Bus is equipped with permanently affixed taillights, which are battery powered or generator operated. These lights shall be affixed on the right and left sides of the exterior of the vehicle at the same level. These lights shall be red in color and visible from a distance of five hundred (500) feet;

vi. The Pedal Bus has an orange/red flag or a lighted whip of a solid yellow or amber color mounted 7 feet from ground level on either side of the Pedal Bus, and a slow-moving vehicle emblem mounted on the rear.

vii. The Pedal Bus has been inspected and found by the Police Department or its designee to have all mandatory equipment required by this ordinance;

viii. A written certificate of the inspection required by this section is filed with the Deputy Clerk or their designee.

b) Every Pedal Bus in operation shall be inspected at the beginning of the license year to determine if such Pedal Bus meets the requirements of this ordinance. The inspection required may be conducted by the Village or by such duly qualified persons as the Village Administrator may direct.

c) Additional inspections may be required as often as the apparent condition of the Pedal Bus warrants.

2. **Pedal Bus Markings; Similar Markings Prohibited**: All Pedal Buses shall have painted conspicuously upon the unit, the name of the Pedal Bus business as provided to the Village Administrator or their designee in visible lettering at least three (3) inches in height.

3. **Pedal Bus Width**: It shall be unlawful to operate a Pedal Bus that is wider than seventy-eight (78) inches at its widest point.

4. **Pedal Bus Condition**: It shall be unlawful for any person to drive or cause to be driven a Pedal Bus that is not in good working order. Also, the Pedal Bus shall be maintained in such a manner as to ensure the safety, reliability, and cleanliness of such vehicle.

SECTION IX: ALCOHOL

No Alcoholic beverages of any kind shall be allowed on the pedal bus at this time since the Village Does not currently have a liquor license category that would be applicable to the allowance of any type of alcoholic liquor on a pedal bus. Should the Village in the future adopt such a liquor license classification, this ordinance will be amended to reflect the rules, regulations, and conditions pertaining to the same.

SECTION X: VIOLATIONS

Any violation of this ordinance shall be punishable by a fine of not less than two hundred fifty dollars ($250.00) for a first offense; five hundred dollars ($500.00) for a second offense; and seven hundred and fifty dollars ($750) for a third or each subsequent offense. The Village reserves the right to suspend or revoke the violator's permit to operate a Pedal Bus upon the roads and streets of the Village at the sole discretion of the Village of Winnebago Chief of Police, for any violation of this ordinance, regardless of whether it is a first or subsequent offense.

APPROVED this 10th day of June, 2024

Franklin J. Eubank, Jr.,
Village President

ATTEST:

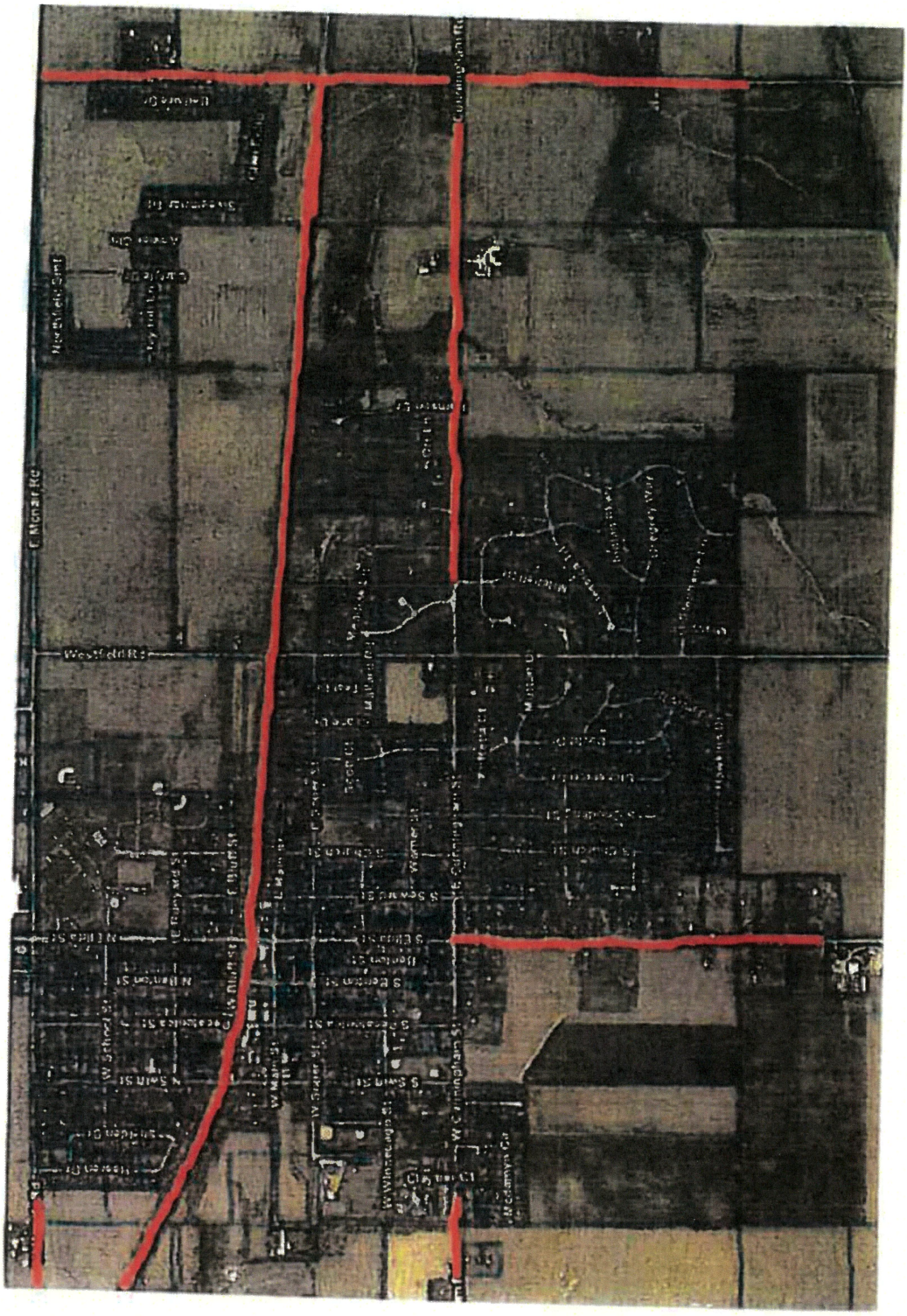
Sally Jo Huggins, Village Clerk

PASSED: 6-10-2024

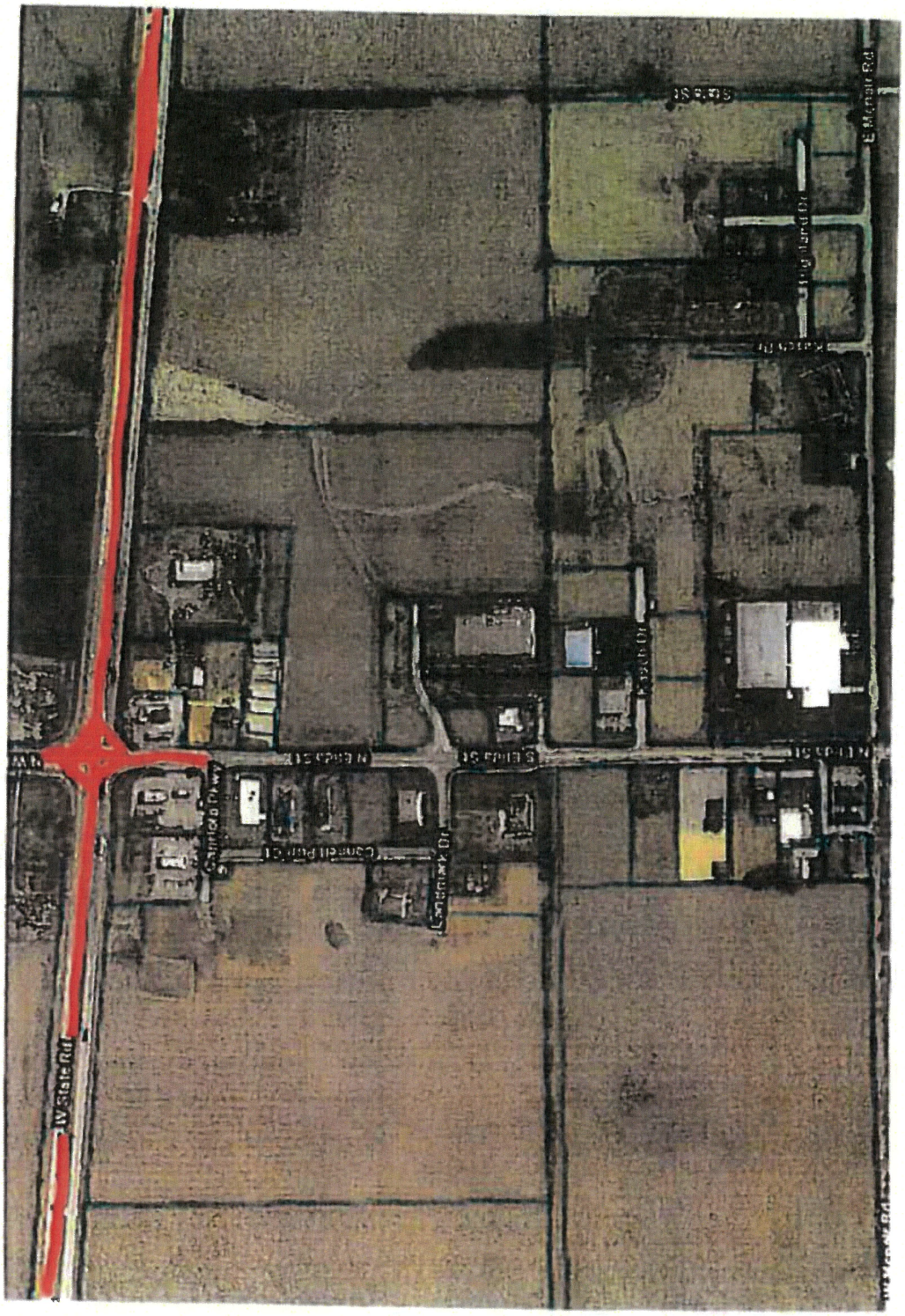
APPROVED: 6-10-2024

PUBLISHED IN PAMPHLET FORM: _____

Map of Area Where Pedal Bus Operation Not Allowed in Village
(marked in red)



Map of Area Where Pedal Bus Operation Not Allowed in Village
(marked in red)



VILLAGE OF WINNEBAGO

ORDINANCE NO. 2024- 11

AN ORDINANCE AMENDING ORDINANCE NO. 97-11 ENTITLED "AN ORDINANCE ESTABLISHING A LIQUOR CONTROL COMMISSION AND PROVIDING FOR THE CONTROL AND REGULATION OF THE SALE AND CONSUMPTION OF ALCOHOLIC LIQUORS IN THE VILLAGE OF WINNEBAGO, ILLINOIS" TO AMEND DEFINITIONS AND ARTICLE IX SECTION 9 TO ALLOW CONSUMPTION OF ALCOHOL LIQUOR ON PEDAL BUS

ADOPTED BY THE BOARD OF TRUSTEES

VILLAGE OF WINNEBAGO

THIS 8th DAY OF July, 2024

Published in pamphlet form by authority of the Village Board of Trustees of the Village of Winnebago, Illinois, this 12 day of July, 2024.

ORDINANCE NO. 2024- 11

AN ORDINANCE AMENDING ORDINANCE NO. 97-11 ENTITLED "AN ORDINANCE ESTABLISHING A LIQUOR CONTROL COMMISSION AND PROVIDING FOR THE CONTROL AND REGULATION OF THE SALE AND CONSUMPTION OF ALCOHOLIC LIQUORS IN THE VILLAGE OF WINNEBAGO, ILLINOIS" TO AMEND DEFINITIONS AND ARTICLE IX SECTION 9 TO ALLOW CONSUMPTION OF ALCOHOL LIQUOR ON PEDAL BUS

WHEREAS, the Village of Winnebago Board of Trustees recently passed Ordinance No. 2024-06 on June 10, 2024, which provides for the use and operation of pedal buses within the corporate limits of the Village of Winnebago; and

WHEREAS, such pedal buses, by definition and customary use, are primarily powered by pedaling, with some battery assist allowed for safety purposes generally in the case of an emergency or transport of the device by the driver only; and

WHEREAS, such pedal bus is not currently defined as a motorized vehicle in Illinois, and, thus, not referenced in the Illinois Motor Vehicle Code or regulated by the same; and

WHEREAS, it was contemplated when Ordinance No. 2024-06 was passed that there would be provision for the allowance for the passengers to be able to bring and consume their own alcoholic beverages (BYOB) aboard the pedal bus; and

WHEREAS, Article IX Section 9 of the Village of Winnebago Liquor ordinance currently prohibits any person from transporting, carrying, possessing, having, or consuming any alcoholic liquor in any street, alley, Village parking lot, privately owned parking lot open to the public in a commercial area, or in or upon any vehicle commonly used for transportation of passengers, or in and upon and [sic] depot or waiting room area of any public carrier within the Village except in the original container and with the seal unbroken; and \

WHEREAS, the Village of Winnebago Board of Trustees believes it to be in the best interest of the Village of Winnebago to amend the Village's liquor ordinance to allow a limited exception to the above law to allow passengers aboard a pedal bus who are twenty-one (21) years of age or older to bring and consume their own alcoholic beverages aboard a pedal bus,with specific rules and regulations to potentially enhance the variety of options and attractions for use of the pedal bus, while reasonably protecting the safety of the citizenry.

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

SECTION I—DEFINITIONS

Article I, Section 3 of the Village's liquor ordinance shall be amended to add the following definitions in alphabetical order in accordance with the other definitions already contained therein:

BYOB or BRING YOUR OWN BEVERAGE mean the practice of allowing patrons of a pedal bus twenty-one (21) years of age or older to bring and consume alcoholic beverages aboard the pedal bus.

Pedal Bus means any single-unit device upon which any person may ride propelled predominantly by human power through a belt, chain, or gears having four or more wheels and designed and constructed in such a manner as to engage in the business of carrying groups of passengers for hire as agreed by prearranged contract, with battery assist allowed as a safety measure.

Pedal Bus Business means the business of operating a Pedal Bus for the recreation or physical transportation of groups of the general public as agreed by prearranged contract for a fee.

Pedal Bus Driver means the person in actual physical control of the Pedal Bus.

Pedal Bus Operator means the owner of a business that provides Pedal Bus services.

SECTION II—PUBLIC DRINKING AND POSSESSION OF ALCOHOLIC BEVERAGES WITH A BROKEN SEAL

Article IX, Section 9 of the Village's liquor current ordinance shall be replaced with the following:

Section 9. Public Drinking and Possession of Alcoholic Beverage with a Broken Seal

Except as otherwise provided herein, no person shall transport, carry, possess, have, or consume any alcoholic liquor in any street, alley, Village parking lot, privately owned parking lot open to the public in a commercial area, or in or upon any vehicle commonly used for transportation of passengers, or in and upon any depot or waiting room area of any public carrier within the Village except in the original contain and with the seal unbroken. Notwithstanding this provision, provided the pedal bus and its operator and/or driver meet all of the requirements of Ordinance No. 2024-06, passed by the Board of Trustees on June 10, 2024, dealing with the use and operation of pedal buses within the corporate limits of the Village of Winnebago, and the business operating the pedal bus is a duly established and licensed business through the Village of Winnebago in good standing with the Village, passengers aboard a pedal bus who are twenty-one (21) years of age or older, may bring and consume alcoholic liquor while participating in the pedal bus ride under the following terms and conditions, and with the requirements for the pedal bus operator and passengers listed as follows::

1) No pedal bus operator or driver shall be allowed to provide alcoholic liquor to pedal bus passengers for a fee, or as part of the passenger transport service, or otherwise provide the pedal bus passengers with any alcoholic liquor.

2) No pedal bus operator or driver shall be allowed to stock any alcoholic liquor aboard the pedal bus.

3) Alcoholic liquor consumed aboard a pedal bus may only be consumed in factory pre-sealed plastic bottles or aluminum cans, and no glass of any kind shall be allowed on the pedal bus. The referenced bottles or cans shall each be no more than sixteen (16) ounces, and each passenger twenty-one (21) years of age or older shall have no more than a combination of six (6) plastic bottles or aluminum cans. No hard alcoholic liquor by itself (e.g. whiskey, vodka, etc.,) shall be allowed regardless of the type of container, but a commercially premixed and prepackaged alcoholic drink containing hard liquor (e.g. margarita, etc.) no greater than sixteen (16) ounces that is in a commercially sealed plastic bottle or aluminum can at the time of entry onto the pedal bus,shall be allowed.

4) Alcoholic liquor may be consumed only when the passenger is in or on the pedal bus, and only when otherwise permitted by all applicable local and state laws and regulations, including, but not limited to, all other applicable provisions of the Illinois Municipal Code and the laws of the State of Illinois.

5) The pedal bus operator and driver may not allow consumption of alcoholic beverages by persons under the age of twenty-one (21) years. Possession and/or consumption of alcoholic liquor by any personal under age twenty-one (21) years is strictly prohibited.

6) The pedal bus operator and driver may assist a pedal bus patron twenty-one (21) years of age or older in opening or uncorking an alcoholic beverage by

providing a device or utensil to open the container, but may not pour, serve, or dispense the alcohol.

7) The pedal bus driver shall monitor the consumption of alcoholic liquor by pedal bus patrons, and in accordance with required BASSETT training, based on observed problematic physical condition or behavior of the patron evidencing impairment from alcohol consumption, inform the patron that such patron may not consume any additional alcohol during the ride.

8) The pedal bus driver shall be responsible for checking driver's license or state issued identification of all adult pedal bus patrons on a trip where alcoholic beverages are to be consumed to confirm anyone who may be consuming alcoholic liquor is at least twenty-one (21) years of age.

9) A pedal bus operator and/or driver responsible for checking identification must be appropriately trained through BASSET (Beverage Alcohol Sellers and Servers Education Training).

10) Upon application for a pedal bus license where it is anticipated that passengers twenty-one (21) years of age or older will be allowed to bring their own alcoholic beverages aboard the pedal bus, or when the parameters of use of a given duly licensed pedal bus are changed in the future to allow for passengers twenty-one (21) years of age or older to bring their own alcoholic beverages aboard the pedal bus, the pedal bus operator shall provide to the Village a certificate of insurance reflecting coverage for dram shop or equivalent liability for providing the service of allowing BYOB. These

requirements shall be in addition to the insurance requirements required for the pedal bus business itself as provided for in Ordinance No. 2024-06.

11) No additional application fee shall be due to a pedal bus operator applicant who plans to allow BYOB consumption on board the pedal bus, as opposed to a pedal bus operator that does not plan to provide such accommodation.

SECTION III—EFFECT ON PRIOR ORDINANCES

All other provisions of Ordinance No. 97-11, as amended, not in conflict with the provisions herein shall remain in full force and effect.

SECTION IV—EFFECTIVE DATE OF ORDINANCE

This ordinance shall be in full force and effect from and after the date of its passage, approval, and pamphlet publication, as provided by law.

APPROVED:

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

ATTEST:

Sally Jo Huggins, Village Clerk

PASSED: 7-8-24

APPROVED: 7-8-24

PUBLISHED (in pamphlet form): 7-12-2024

Agenda Item Executive Summary

Item Name	A RESOLUTION FOR THE CODIFICATION OF THE VILLAGE OF WINNEBAGO UNIFIED DEVELOPMENT ORDINANCE (UDO) AND AUTHORIZING VILLAGE ADMINISTRATOR TO SIGN AGREEMENT RE: SAME	Committee or Board	Board

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

EXECUTIVE SUMMARY

On January 9th, 2023, The Village Board of Trustees approved the codification process under Resolution 2023-02R.

Due to the complexity of the UDO, the project scope has expanded, resulting in an additional cost of $9,405.00. The total project cost now stands at $23,167.50, which is within the original budget of $25,000.00 allocated in the CY 2025 budget for codification. The attached resolution ensures that the codification process proceeds efficiently and effectively. This resolution authorizes the Village Administrator to approve the Statement of Work from CivicPlus LLC for additional services required to codify the Village of Winnebago Unified Development Ordinance (UDO)

ATTACHMENTS (PLEASE LIST)

Resolution, Statement of Work, Resolution 2023-02R

ACTION REQUESTED

☐For Discussion Only

☒Resolution

☐Ordinance

☒Motion:

MOTION: I MOVE TO APPROVE RESOLUTION 2024-__R, A RESOLUTION ACCEPTING THE PROPOSAL AND APPROVING THE STATEMENT OF WORK FOR PROFESSIONAL SERVICES FOR THE CODIFICATION OF THE VILLAGE OF WINNEBAGO UNIFIED DEVELOPMENT ORDINANCE (UDO) AND AUTHORIZING VILLAGE ADMINISTRATOR TO SIGN AGREEMENT RE: SAME

Staff:	Joseph Dienberg, Village Administrator	Date:	8/12/2024

VILLAGE OF WINNEBAGO

RESOLUTION NO. 2024- _____

A RESOLUTION ACCEPTING THE PROPOSAL AND APPROVING THE STATEMENT OF WORK FOR PROFESSIONAL SERVICES FOR THE CODIFICATION OF THE VILLAGE OF WINNEBAGO UNIFIED DEVELOPMENT ORDINANCE (UDO) AND AUTHORIZING VILLAGE ADMINISTRATOR TO SIGN AGREEMENT RE: SAME

WHEREAS, the Village of Winnebago is desirous of codifying the Unified Development Ordinance (UDO) into the municipal code book; and

WHEREAS, the complexity of the UDO necessitates additional services beyond the initial scope, as anticipated; and

WHEREAS, a proposal was requested and received by the staff from CivicPlus LLC to begin this process; and

WHEREAS, the estimated cost for the additional services is $9,405.00, bringing the total project cost to $23,167.50; and

WHEREAS, which still falls within the original budget of $25,000.00; and

WHEREAS, the scope of work to be invoiced is stated in quote #Q-79302-1 (Exhibit A) attached; and

WHEREAS, the Finance Committee's recommendation is to accept the said proposal of CivicPlus LLC;

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

SECTION 1. RECITALS

The recitals set forth above are incorporated in and made a part hereof.

SECTION 2. APPROVAL

The Village Board of Trustees hereby approves Statement of Work for the codification of the Unified Development Ordinance (UDO) as stated in the attached proposal for the codification services in the amount of $9,405.00 bringing the total project cost to $23,167.50. The Village Administrator is authorized to execute the agreement for the professional services on behalf of the Village of Winnebago.

A RESOLUTION ACCEPTING THE PROPOSAL AND APPROVING THE CODIFICA AGREEMENT WITH CIVICPLUS LLC FOR PROFESSIONAL SERVICES FOR THE CODIFICATION OF THE VILLAGE OF WINNEBAGO UNIFIED DEVELOPMENT ORDINANCE (UDO) AND AUTHORIZING VILLAGE ADMINISTRATOR TO SIGN AGREEMENT RE: SAME

.

SECTION 3. EFFECTIVE DATE

This Resolution shall be in full force and effect upon the passage and approval of this Resolution.

PASSED AND ADOPTED this_____day of August, 2024.

APPROVED:

_____

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

ATTEST:

_____

Sally Jo Huggins, Village Clerk

PASSED: _____

APPROVED: _____

PUBLISHED IN PAMPHLET FORM: _____

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

Statement of Work

Quote #: Q-79302-1
Date: 7/12/2024 1:08 PM
Expires On: 9/10/2024

Client:
Village of Winnebago, IL

Bill To:
WINNEBAGO VILLAGE, ILLINOIS

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Ryan Cole	203-349-6678	ryan.cole@civicplus.com		Net 30

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION	TOTAL
1.00	Legal Review	Legal Review of UDO	USD 2,300.00
1.00	Full-Service Supplementation Per Page Rate	Supplementation of UDO	USD 7,105.00

Total Investment - Prorated Year 1	USD 9,405.00
Annual Recurring Services (Subject to Uplift)	USD 0.00

Total Days of Quote:365

Initial Term	12 Months
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

The Annual Recurring Services subscription fee for the Products (as described above) included in this SOW are prorated and co-termed to align with the Client's current Code and Supp billing schedule and the Annual Recurring Services amount will subsequently be added to Client's Term and regularly scheduled annual invoices under the terms of the Agreement.

This Statement of Work ("SOW") shall be subject to the terms and conditions of Master Services Agreement signed by and between the Parties and the applicable Solutions and Services Terms and Conditions located at: https://www.civicplus.help/hc/en-us/sections/11726451593367-Solutions-and-Services-Terms-and-Conditions (collective, the "Agreement"). By signing this SOW, Client expressly agrees to the terms and conditions of the Agreement, as though set forth herein.

Acceptance

The undersigned has read and agrees to the following Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

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

Authorized Client Signature	CivicPlus
By (please sign):	By (please sign):
_____	_____
Printed Name:	Printed Name:
_____	_____
Title:	Title:
_____	_____
Date:	Date:
_____	_____

Organization Legal Name:

_____
Billing Contact:

_____
Title:

_____
Billing Phone Number:

_____
Billing Email:

_____
Billing Address:

_____

_____
Mailing Address: (If different from above)

_____

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

_____

VILLAGE OF WINNEBAGO

RESOLUTION NO. 2023 - 02 R

A RESOLUTION ACCEPTING THE PROPOSAL AND APPROVING THE CODIFICATION AGREEMENT WITH CIVICPLUS, LLC FOR PROFESSIONAL SERVICES FOR THE CODIFICATION OF THE VILLAGE OF WINNEBAGO MUNICIPAL CODE BOOK AND AUTHORIZING VILLAGE PRESIDENT TO SIGN AGREEMENT RE: SAME

ADOPTED BY THE BOARD OF TRUSTEES

VILLAGE OF WINNEBAGO

THIS 09th DAY OF January, 2023

Published in pamphlet form by authority of the Village Board of Trustees of the Village of Winnebago, Illinois, this _____day of _____, 2023

STATE OF ILLINOIS)
)
COUNTY OF WINNEBAGO)

SS

PAMPHLET PUBLICATION CERTIFICATION FORM

I, Sally Jo Huggins, certify that I am the duly elected and acting Village Clerk of the Village of Winnebago, Winnebago County, Illinois.

I further certify that on January 09, 2023 the Corporate Authorities of the above municipality passed and approved Resolution No. 2023- 02 R, entitled, "**A RESOLUTION ACCEPTING THE PROPOSAL AND APPROVING THE CODIFICATION AGREEMENT WITH CIVICPLUS, LLC FOR PROFESSIONAL SERVICES FOR THE CODIFICATION OF THE VILLAGE OF WINNEBAGO MUNICIPAL CODE BOOK AND AUTHORIZING VILLAGE PRESIDENT TO SIGN AGREEMENT RE: SAME**", which provided by its terms that it should be published in pamphlet form.

The pamphlet form of Resolution No. 2023- 02 R, including the resolution and a cover thereof, was prepared and a copy of the resolution was posted in the Village office located at 108 West Main Street, Winnebago, Illinois, commencing on January 12, 2023, and continuing for a least (10) days thereafter. Copies of the resolution were also available for public inspection upon request in the office of the Village Clerk located at the above Village office address.

DATED at Winnebago, Illinois, this _____ day of _____, 2023.

(SEAL)

_____
Sally Jo Huggins, Village Clerk

RESOLUTION EXECUTIVE SUMMARY

Prepared by: Kellie Symonds, Deputy Clerk

Committee: As Directed by the Finance Committee

Committee Date: December 27, 2022

Resolution Title: **A Resolution Accepting the Proposal and Approving the Codification Agreement with CivicPlus, LLC for Professional Services for the Codification of the Village of Winnebago Municipal Code Book and Authorizing Village President to Sign Agreement RE: Same**

Village Code: Village of Winnebago Resolution

Budget Information:

Was Item Budgeted? Yes	**Appropriation Amount:** Not exceed $25,000
If not, explain funding source: N/A	
G/L Line item: # 01-41-565	**Budget Impact:** $ 13,762.50

Background Information:

It has been the desire of the Board to codify the ordinances into a municipal code book. This codification will reduce and arrange the ordinances in a logical order and provide a searchable index for these ordinances. This code is not a complete listing of all ordinances but is a compilation of general ordinances approved by the Village of Winnebago.

Recommendation:

To approve the proposal received from CivicPlus, LLC for the scope of work specified in the agreement attached to the resolution referenced above.

Contract/Invoice:

A copy of the quote (#Q-32180-1) is attached. Invoicing will be in four segments as work progresses. Each of the four payments will be 25% ($3,440.63) of the quoted amount of $13,762.50. The first is due upon signing the agreement, followed by 25% upon submission of the Legal Memorandum, 25% upon the submission of proofs; and the final 25% upon delivery of the completed Municipal Code.

VILLAGE OF WINNEBAGO

RESOLUTION NO. 2023- 02R

A RESOLUTION ACCEPTING THE PROPOSAL AND APPROVING THE CODIFICATION AGREEMENT WITH CIVICPLUS, LLC FOR PROFESSIONAL SERVICES FOR THE CODIFICATION OF THE VILLAGE OF WINNEBAGO MUNICIPAL CODE BOOK AND AUTHORIZING VILLAGE PRESIDENT TO SIGN AGREEMENT RE: SAME

WHEREAS, the Village of Winnebago is desirous of codifying the ordinances into a municipal code book; and

WHEREAS, a proposal was requested and received by the staff from CivicPlus, LLC to begin this process; and

WHEREAS, the estimated cost for the services is $13,762.50 with an annual recurring fee of $2,995.00; and

WHEREAS, the scope of work to be invoiced is stated in quote #Q-32180-1 (Exhibit A) attached; and

WHEREAS, the Finance Committee's recommendation is to accept the said proposal of CivicPlus, LLC.

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

SECTION 1. RECITALS

The recitals set forth above are incorporated in and made a part hereof.

SECTION 2. APPROVAL

The Village Board of Trustees hereby approves the agreement between the Village of Winnebago and CivicPlus, LLC for the codification of ordinances for the Municipal Code Book as stated in the attached proposal for the codification services in the amount of $ 13,762.50 with the recurring annual fee of $2995.00, and the Village President is authorized to execute the agreement for the professional services on behalf of the Village of Winnebago.

Resolution No. 2023 - 02R A Resolution Accepting the Proposal and Approvin Codification Agreement with CivicPlus, LLC for the Professional Services For the Codif of the Village of Winnebago Municipal Code Book and Authorizing Village President to Sign Agreement RE: Same

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SECTION 3. EFFECTIVE DATE

This Resolution shall be in full force and effect upon the passage and approval of this Resolution.

PASSED AND ADOPTED this 9th day of January, 2023.

APPROVED:

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

ATTEST:

Sally Jo Huggins, Village Clerk

PASSED: 1-9-2023

APPROVED: 1-9-2023

PUBLISHED IN PAMPHLET FORM: _____

Agenda Item Executive Summary

Item Name	Strategic Planning Proposals	Committee or Board	Board

BUDGET IMPACT			
Amount:	$4,950 - $5,750 OR $18,500 - $19,900	*Budgeted:*	No
List what fund:	N/A		

EXECUTIVE SUMMARY

The Village of Winnebago has been pursuing the creation of a strategic plan, and the Village Board has expressed interest in utilizing an outside consultant to assist in the process.

At the July 24, 2024 Committee of the Whole Meeting, Northern Illinois University's Center for Governmental Studies (NIU CGS) has presented a proposal for completing the entire strategic planning process. The Strategic Planning Proposal includes gathering stakeholder and background information through document reviews, interviews, and focus groups to collect detailed input. This data will be analyzed to identify key themes and insights, providing a comprehensive understanding of the current environment. The findings will be compiled into a final report, offering actionable recommendations based on the analysis. Additionally, the proposal includes providing vision and goal-setting workshops, stakeholder input, and a SWOC analysis to develop and prioritize goals. It encompasses strategic action planning to operationalize goals, coordinate responsibilities, and schedule milestones. The process concludes with a final report documenting the outcomes and an action planning launch session to assist with implementation. While this option is quoted much higher, the timeline would allow the costs to be absorbed into the 2025 budget if the Village Board is interested in engaging NIU CGS for this project.

Staff has additionally reached out to Region 1 Planning Council, who has experience putting together comprehensive plans and other specialized plans. We are currently waiting for an update from Region 1, and a proposal will be shared with the Village Board upon its receipt.

ATTACHMENTS (PLEASE LIST)

Strategic Planning Proposal, Strategic Planning Summary, Project Timeline

ACTION REQUESTED

☐For Discussion Only

☒Resolution

☐Ordinance

☒Motion:

MOTION: I MOVE TO APPROVE RESOLUTION 2024-__R, AUTHORIZING THE ENGAGEMENT OF A CONSULTANT FOR THE CREATION OF A STRATEGIC PLAN FOR THE VILLAGE OF WINNEBAGO.

Staff:	Joseph Dienberg, Village Administrator	Date:	7/24/24

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE ENGAGEMENT OF A CONSULTANT FOR THE CREATION OF A STRATEGIC PLAN FOR THE VILLAGE OF WINNEBAGO

WHEREAS, the Village of Winnebago has been pursuing the creation of a strategic plan to guide the future development and operations of the village; and

WHEREAS, the Village Board has expressed interest in utilizing an outside consultant to assist in the strategic planning process; and

WHEREAS, the process would include gathering stakeholder input through document reviews, interviews, and focus groups, analyzing this data to identify key themes and insights, compiling the findings into a final report with actionable recommendations, and concluding with an action planning launch session to assist with implementation; and

WHEREAS, staff is recommending engaging a consultant for this process to leverage outside expertise and to have a comprehensive approach; and,

WHEREAS, the Village Board has selected _____ to be the consultant for this project.

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

SECTION 1. CONSULTANT SELECTION

1. The Village Board authorizes the engagement of _____ to assist in the creation of the Village of Winnebago's strategic plan.
2. The Village Board acknowledges the project will include the gathering of stakeholder input, data analysis, vision and goal-setting workshops, development of strategic action plans, and the final report with actionable recommendations.

SECTION 2. COST

The Village Board agrees to the proposal with an estimated cost of $_____, with the understanding that the final cost may vary based on the actual hours required to complete the project.

SECTION 3. IMPLEMENTATION

The Village Administrator is hereby authorized and directed to execute any necessary documents to engage the selected consultant and to take such further actions as may be necessary to implement the strategic planning process in accordance with the terms of this resolution.

APPROVED this _____ day of _____, 2024

_____

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: _____

Strategic Planning Proposal
For the Village of Winnebago, IL

July 2024

Prepared by:
NIU Center for Governmental Studies
Dekalb, Illinois

NORTHERN ILLINOIS UNIVERSITY
Center for
Governmental Studies
Outreach, Engagement, and Regional Development

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July 1, 2024

Joey Dienberg, Village Administrator
Village of Winnebago
108 West Main Street
Winnebago, IL 61088

RE: Proposal to provide strategic planning services

Dear Mr. Dienberg:

In response to the Village's request for a proposal to facilitate the Village's strategic planning process, the following outline and approach are offered for your consideration. Based on recent discussions, our team proposes a series of exercises which are outlined below:

- Enable the Village to confirm the leadership's long-term vision and organizational direction;
- Review prior strategic plans and other necessary documents;
- Provide an environmental scanning analysis of the governing and community environment through focus groups and interviews with key stakeholders;
- Facilitate a strategic planning workshop(s) with the Village Board and senior staff to establish goals, and develop a strategic plan;
- Launch an action planning session of the consensus goals; and
- Provide an easy-to-understand strategic planning report and executive summary for use by the Board, staff, and broader community.

As the list of representative projects reflects, members of our proposed team, and the Center for Governmental Studies as a whole, have provided similar services for a variety of organizations, other agencies, and local governments across Illinois.

Thank you for the opportunity to be considered to assist the Village of Winnebago with this important undertaking. We would be pleased to meet further with the Village's leadership team to review our proposed approach, amplify the outline presented in the attached, and confirm the goals and expectations for the project.

Sincerely,

Melissa "Mel" Henriksen, MPP
Assistant Director
Strategic Management, Policy, and Community Development
NIU Center for Governmental Studies

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Village of Winnebago
Strategic Planning and Environmental Scanning/Analysis Proposal

July 2024

Direct questions to

Melissa "Mel" Henriksen
Assistant Director
Northern Illinois University Center for Governmental Studies

Strategic Planning

"The art of progress is to preserve order amid change,
and change amid order" - A.N. Whitehead

Strategic planning, at its core, is leadership's expression of the future. Whether it be a private or public organization, the world in which all organizations operate continues to rapidly change and grow more complicated as witnessed by the changing dynamics of our region, our state, the nation, and the globe.

The following proposal has been prepared as a follow up to conversations with the Village to develop a proposal to initiate a comprehensive strategic planning process for the Village of Winnebago (the "Village"). In response to the desires expressed by the Village, the Northern Illinois University Center for Governmental Studies ("NIU-CGS") is recommending a participative format enabling the Village's Board and senior staff to collaboratively gain insights, share perspectives, and undertake an exploration of organizational and community dynamics generating a consensus view of the Village's future. The result of the process will be a thorough discussion of stakeholder and leadership views of the Village's most critical goals, objectives, organizational arrangements, and priorities for both the short-and long-term.

INTRODUCTION

As the Village's leadership is aware, strategic planning initiatives are not a new phenomenon for progressive organizations. The value of such processes continues to be recognized by leaders at the policy and administrative levels in both private and public organizations. The world in which we all operate continues to rapidly change and grow more complicated. In turn, the challenges, and choices that the Village faces in establishing policies, providing vital services, and setting priorities are likewise more complex and challenging than ten years ago, five years ago--even one year ago. Like many organizations in the state and across the country, the Village's population and economic dynamics continue to evolve and change, and the services, programs, and policy actions necessary to meet its mission will continue to evolve. Consider some of the trends within and beyond the Village's borders: healthcare trends, the global pandemic, changing demographics, value shifts, growth, economic contraction, tax limitations, demands for service, funded and unfunded mandates, technology changes, etc. These are just a sample of the many factors that impact the how, what, when, where, and why of operating and providing services in today's civic environment.

STRATEGIC PLANNING PROCESS OVERVIEW

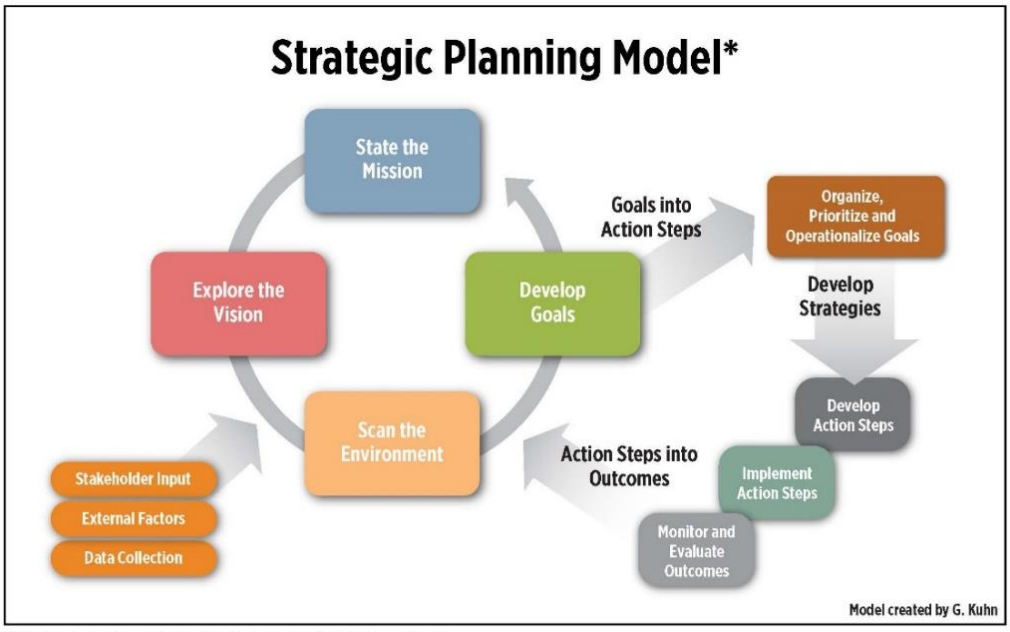
The framework presented outlines the recommended exercises and goal-setting techniques that will be employed to undertake a holistic review of the Village's strategic direction. A sound strategic planning process helps to focus leadership, energize the organization, and engage stakeholders. It should be seen as an avenue to not only map out the future, but also to foster a sense of ownership and boost the overall effectiveness in setting the course for the Village in partnership with the community.

Although the word "planning" appears in the description, it must be emphasized that the result of this process is not to create a plan that sits on a bookshelf like a trophy. Rather, the primary outcome is to foster strategic thinking and communication among Board members and senior staff leading to an evaluation of the current strategic plan components, including prioritized goals that incorporate the overall vision for the Village's short- and long-term future.

Strategic Planning Cycle: Scanning, Planning, and Action

Taken as a whole, the strategic planning process that is envisioned and described here can be represented in a model of the various steps and elements in a cycle of input, environmental scanning, goal setting, prioritization, action planning, and re-examination of the Village's progress.

An illustration of the strategic planning cycle described is presented below:



* Model generally represents the steps that are taken for this type of initiative.

DETAILED DESCRIPTION OF PROPOSED PROJECT COMPONENTS

Component A: Pre-Workshop – Strategic Planning Readiness

Virtual Kick-Off Session

As part of initiating actions and launching the project, the facilitator(s) will convene a project review kick-off meeting with the Village Administrator and other project staff designated or desired by the Village. The meeting will explore the following: (1) confirm expected outcomes; (2) review status of mission, vision, and values to determine the need for any updating; (3) review prior strategic plans and goals and determine how to best share the progress at the workshop(s) (if applicable); and (4) set project schedules and finalize the exercises and options included in the process.

Component B: Pre-Workshop – Environmental Scanning

Stakeholder and Background Information Gathering

This pre-workshop component is an important piece designed to help ground the process as listening is vital to planning. The project team will use various techniques for gathering background data ranging from desktop review of documents to interviews and preparatory group discussions. These steps are an important part of "taking stock" by the project team to help understand current policy and operational perspectives, perceptions, and preferences.

The avenues identified for collecting and involving internal and external stakeholders to gain inputs and perspectives include interviews and focus groups and one optional component – a demographic and community analysis. The proposed work plan highlights the key organizational and stakeholder groups that should be considered for input for the Village as a whole. Each technique has its own strengths and outcomes, and each requires different time commitments, data collection efforts, and analysis which are explained below and reflected in the final scope and cost.

Interviews are an interactive/source-focused approach that provides participants with an opportunity to share personal perspectives at a 1-1, or 1-2 level with a professional interviewer. It results in highly personalized participation and the in-depth sharing of ideas. It is the most labor-intensive approach to gathering stakeholder input. A list of 5-6 key questions will be developed to help guide discussions. The focus of the interview sessions is to gain an initial perspective by building a balanced and informed view of the Village, from each stakeholder's unique vantage point.

Focus groups are also an interactive approach that helps assure broad participation and the sharing of ideas in a non-threatening group environment created by the facilitator. Participants are led through a structured but informal discussion that will focus on discussion questions that highlight key areas of insight for the process. The advantage of focus groups is the efficiency of gaining multiple insights at one time, the dynamic discussion that takes place among multiple participants, and the robust nature of the comments. Similar to the interview approach, the aim of the focus group sessions is to gain a balanced and informed view of the Village from each stakeholder's unique perspective. The ideal size for focus groups is approximately 12-15 participants, lasting approximately 60-90 minutes.

Suggested Background Interviews and Focus Groups
Virtual and in-person options are available*

- **Organization Views**
  - Village Senior Staff and Leadership
    - Village Administrator (1 interview, 60 minutes)
    - Village President (1 interview, 45-60 minutes)
    - Board of Trustees (4 individual interviews, 30 minutes each)
    - Village Clerk (optional, 1 interview, 30 minutes)
    - Mix of front-line and supervisory staff (1 focus group)
      - If preferred, senior-level/dept. head staff interviews can be conducted and focus group can be for front-mid-line staff only
- **Community Views and Perspectives**
  - Community Stakeholders
    - Civic/Intergovernmental Institutions (e.g., secular community, non-profits, School District, Library District, etc.) (1 focus group)
    - Business Community (cross-section of varying size, industry, tenure, etc.) (1 focus group)
    - Invitational Resident (cross-section of residents including diversity in age, gender, race, geography, residential tenure, etc.) (1 focus group)

- **Data Analysis and Thematic Summarization of Stakeholder Input**
    - NIU-CGS will provide a summary of themes and key issues/desires as expressed by stakeholder focus groups and interviews.

Demographic Data Analysis and Community Profile for Jurisdictions with <5,000 Residents *(optional component)*
The demographic and community profile can offer insights on often overlooked demographic and economic community dynamics. Changing demographics play a crucial role in the service expectations of the community. Planning for policies, programs, infrastructure, staff, and services are unavoidably linked to the socio-demographic character of a community. The following outline is suggested for jurisdictions with less than 5,000 residents. Much of the demographic and housing information depends on a survey by the U.S. Census Bureau that is highly susceptible to uncertainty and sampling error in smaller communities. For example, the American Community Survey might show an estimate of 10% of the population identifying as Hispanic or Latino, with a margin of error of +/- 30%. E.g., the percentage could range anywhere from 40% to 0%. To give smaller communities actionable data without these limitations, we offer a simplified demographic profile that does not rely as heavily on sample-based data collections. Separate costs for this optional component are listed in the Budget section.

Population Trends:

- Estimated total population over time – 2010 – 2023
- Median age range

- Race/ethnicity profile from 2020 Census (full count of population)
- Median household income range
- Average household size range

Property Tax Base Characteristics:

- Equalized Assessed Valuation trends by property type:
  - Commercial
  - Industrial
  - Residential

Commuting and Employment Base Profile:

- Inflow/outflow of workers and residents
- Profile of Village resident workers
  - Work location
  - Industry profile
- Profile of Village workers
  - Work location
  - Industry profile

Component C: Strategic Planning Leadership Workshop(s)

Board and Senior Staff Workshop Agenda

Five to six contact hours needed, on average*

Agenda options include:
- ✓ One weeknight (3:00 p.m.–9:00 p.m.);
- ✓ One weekday (9:00 a.m.–3:00 p.m.); OR
- ✓ Two weeknights (6:00 p.m.–9:00 p.m. each night)

- ➢ Mission Affirmation and Vision Review
  - Affirmation: what is our raison d'etre or mission?
  - Review, affirm, or adjustments: what is our vision of the future for the Village, the community?
    - Imagine the Village 5, 10, 15 years from now…
- ➢ Stakeholder Input Analysis
  - Presentation of summary of themes identified by stakeholder focus groups and interviews. Would also include a demographic analysis summary if selected.
- ➢ Environmental Scanning – Strengths, Weaknesses, Opportunities, and Challenges (S.W.O.C.)
  - Part I: Small group S.W.O.C. Analysis warm-up exercise
  - Part II: Large group S.W.O.C. Analysis
    - Identify internal strengths and weaknesses
    - Identify external opportunities and challenges
- ➢ Strategic Goal Review and Development
  - Development of short- and long-term goals from exploration of key issues discussion.
  - Categorization of goals (routine or complex and short- or long-term)

Component D: Post-Workshop Follow Up – Goal Prioritization

Goal Prioritization

- Goal refinement and consolidation as needed and development of strategic priority areas with Village staff and the CGS project team
- Online ranking/goal prioritization can be conducted with *all workshop participants* or the Village Board *only*, if preferred
- Goal ranking survey results prepared and shared with Village leadership

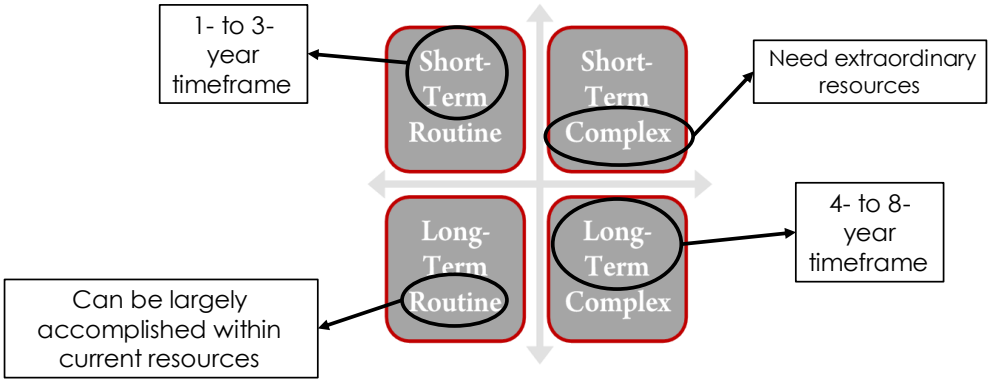
Goal Prioritization Process Overview

Following the classification exercise, the Village Board (or all workshop participants) will be asked, through a post-workshop *online* exercise, to delineate why certain goals should be given high priority, and some, although worthy, should receive lower priority. Point values will be assigned to each goal within each quadrant of the classification matrix. The resulting consensus ranking of short- and long-term goals will be the outcome of this phase of the process.

Goals can be classified as short-term (1- to 3-year timeframe) or long-term (4- to 8+-year timeframe) and as complex and routine. As a reminder, **Routine goals** are not simple or easy but could largely be accomplished by the organization with required budget and staffing allocations, and/or with minor external assistance. **Complex goals** are complicated/multi-layered goals that require extraordinary resources such as technical specialists, funding, the collaboration/agreement of another unit of government, or an outside organization, business, or agency.

Time and Complexity Goal Classification Grid

-by G. Gabris



Component E: Post-Workshop Implementation Review – Action Planning Launch

- Presentation of tools and techniques – implementation launch in the organization
- Operationalizing the goals – clarification of goals statements
- Structural assignments and goal coordination responsibilities
- Scheduling of start dates, milestones, and status reports
- Approaches for action steps/work plans

FINAL REPORT

A final report documenting both the process and outcomes will be provided to the administrative leadership for approval. A standalone executive summary will also be produced. Both will be provided in electronic form.

ESTIMATED RANGE OF COSTS

The *base strategic planning project* cost, including all project components (A–E) is estimated at $18,500–$19,900. The estimated costs presented here would include professional/analytical fees and project expenses (including mileage/travel) for all phases of the *base project*, from inception through action planning launch, including background research, process design, environmental scanning, analyses, leadership workshop team facilitation, and all related project expenses. The range is representative of the scope of options including the number of focus groups and interviews selected as well as the number of workshops required. A more definitive budget can be provided after discussions on final components.

Project Phase/Element	Project Budget
• Component A: Pre-Workshop – Strategic Planning Readiness • Component B: Pre-Workshop – Environmental Scanning • Component C: Strategic Planning Leadership Workshop(s) • Component D: Post-Workshop – Goal Prioritization • Component E: Post-Workshop – Action Planning Launch • Final Designed Report and Executive Summary	
Total Base Cost for Strategic Planning Process	***$18,500 – $19,900***
Optional Add-On Project Components & Associated Cost Estimates	
Demographic Data Gathering and Analyses	***$3,300-3,500***

**Please note: Additional components or tasks would represent an additional research effort and will result in additional costs beyond the cost estimate presented and will be charged at a rate of $140 per hour for professional staff, $60 per hour for support and technical staff, plus related expenses. CGS will advise the client before starting any additional work and secure authorization to proceed before undertaking additional assignments.*

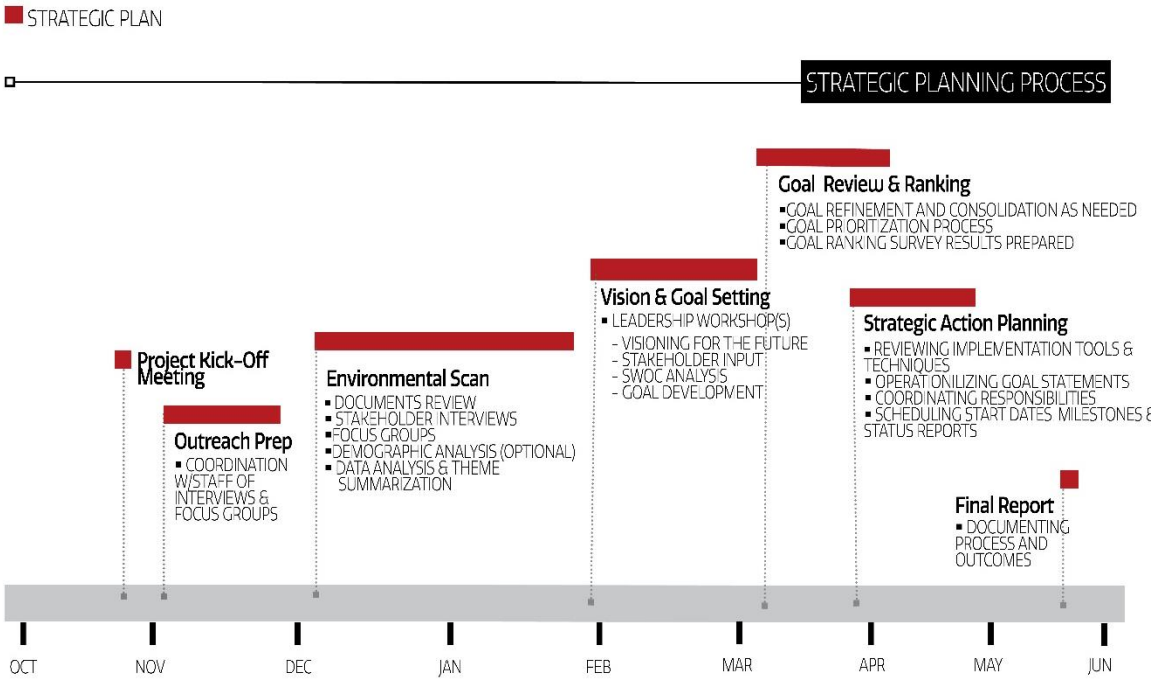
The Village will be responsible for securing and reviewing meeting sites and/or coordinating with NIU-CGS all online and in-person notices, invitations, and postings. The Village will also be responsible for reviewing, securing, and funding any costs for facilities and refreshments, including technology or equipment, room rentals and setup, supplies, and/or other logistical items for all workshops and project sessions. **The Village should check with its legal counsel to make sure all meeting postings and formats are consistent with any Open Meetings Act requirements and procedures.**

PROPOSED TIMELINE

The workshops and meetings for the 2024 strategic plan will be held on dates that are mutually convenient for both the Village's participants and the NIU-CGS lead facilitator and project team. The anticipated start date for the project is October/November 2024.

WINNEBAGO PROJECT TIMELINE ESTIMATES

The Project Timeline below illustrates how the Strategic Planning process will be coordinated throughout the duration of the project timeframe. In addition, certain outcomes will inform subsequent phases of the planning process.



***Estimated duration – dates are to be determined and are subject to the facilitator(s) and the Village's project team's availability, progress of exercises, and return of requested data or decisions from the Village. The timeline may vary based on optional and/or any additional components selected.*

The project completion date is dependent on the scope of services selected, the timing and sequence of the various planning components, timely communication, and the scheduling of workshops that permit the gathering and analysis of stakeholder input prior to the leadership workshop. A series of pre-workshop discussion session(s), a five- to six-hour strategic planning workshop(s), and a two-hour follow up action planning launch session with the Village Administrator and staff or other leaders are included in the planned base project meeting activities.

APPROVAL/ACCEPTANCE

An engagement letter between the Center for Governmental Studies and the Village of Winnebago with a final scope of services, proposed fees, expenses, and terms, will be prepared upon Village approval and acceptance of the final project framework and approach.

REFERENCES AND REPRESENTATIVE PROJECTS

Representative strategic planning projects in Illinois led by Greg Kuhn, Mel Henriksen, CGS, and team members include:

Representative strategic planning projects in Illinois led by Greg Kuhn, Mel Henriksen, CGS, and team members include:

1. Village of Elburn, IL
2. City of Villa Grove, IL
3. City of Farmer City, IL
4. City of Rochelle, IL
5. Hanover Township, IL

Contacts:

1. John Nevenhoven, Village Administrator, Village of Elburn, jnevenhoven@elburn.il.us, 630-365-5062
2. Jacki Athey, City Administrator, City of Villa Grove, jacki.athey@villagrove.org, 272-832-4721
3. Sue McLaughlin, City Manager, City of Farmer City, smclaughlin@cityoffarmercity.org, 309-928-2842
4. Jeff Fiegenschuh, City Manager, City of Rochelle, jfiegenschuh@rochelleil.us, 815-562-6161
5. James Barr, Township Administrator, Hanover Township, jbarr@hanover-township.org, 630-837-0301

Additional strategic planning projects in Illinois led by Dr. Kuhn or undertaken by CGS include the Villages of Burr Ridge, Park Ridge, North Aurora, Orland Park, West Dundee, Northfield, Carol Stream, Glen Ellyn, Long Grove, Deer Park, Pingree Grove, Sugar Grove, Winfield, Woodridge, Riverside, the Cities of DeKalb, Dixon, Des Plaines, Normal, Geneva and St. Charles, the Lindenhurst Park District, the Naperville Park District, the DeKalb Park District, the Elburn-Countryside Fire Protection District, Oswego Fire Protection District, Bartlett Fire Protection District, Carol Stream Fire Protection District, the Schaumburg Fire Dept., Peoria, and Winnebago County.

MISSION AND QUALIFICATIONS OF NIU AND CGS

NIU's Center for Governmental Studies, founded in 1969, is a public service, applied research, and public policy development organization that recently celebrated 54 years of public service. Its mission is to provide expertise that helps decision-makers implement efficient, sustainable, and cost-effective approaches to economic, social, governance, public policy, and information management issues.

CGS' research and services include work in a variety of areas including community and economic development, workforce development, strategic and comprehensive planning, public management and training, association management, informatics, survey research, data visualization, and health and technology engagement. Clients include municipal, county, state, and federal agencies, as well as nonprofit and for-profit organizations. For more information, please call 815-753-0914 or visit www.cgs.niu.edu.

CGS has established itself as the center of choice for civic organizations in Northern Illinois needing to gather, analyze and operationalize information from their constituents. Assistance has been provided to state and federal agencies, colleges and universities, school districts, libraries, park districts and municipalities as well as a variety of other organizations. Since its founding, CGS has provided expertise to help decision-makers throughout Illinois implement efficient, sustainable, and cost-effective approaches to public policy, public and strategic management, social, economic and information management issues. As noted above, this expertise is made available to all levels of governmental entities, private enterprises, public-private partnerships, and other types of institutions such as higher education.

As part of NIU's Division of Outreach, Engagement and Regional Development (OERD), CGS fulfills its outreach and engagement mission through public service, applied research, technical assistance, and public policy development activities that are supported by interdisciplinary teams.

CGS TEAM DESCRIPTION

The proposed project team will consist of seasoned specialists and researchers with extensive experience conducting strategic planning, stakeholder engagement, survey research, data assessments, and leadership training. In addition to these core team members, other expertise within CGS will be used for various aspects of the project (i.e., project management and analysis, data research, etc.).

CGS PROJECT TEAM – FACILITATORS AND ANALYSTS



Greg Kuhn, Ph.D., Director. Dr. Kuhn is a former Village Manager who now conducts research, teaches, and consults with governmental units in Illinois and across the Midwest. Dr. Kuhn completed his doctoral studies mid-career with emphasis in Public Administration at the Local Government Level, Organization Development and Public Policy at Northern Illinois University. Greg served as Village Manager in Clarendon Hills, Illinois, and Asst. To the Manager in Skokie, Illinois. Greg has also provided organizational and leadership services to governments on a consulting basis as Director of Local Government Management Services at Sikich, LLP., Managing Vice-President of the PAR Group, and Senior Associate in Governmental Services at Korn-Ferry International.

Greg has taught a variety of courses at both NIU and Northwestern including graduate courses in strategic planning, leadership, human resources, budgeting, and public policy, earning two teaching awards at both schools. In total, Dr. Kuhn has over 43 years of public management experience as an administrator, consultant, and instructor. Greg is a specialist in strategic planning, organizational development and design, governance, and training.



Melissa Henriksen, MPP, Assistant Director of Strategic Management, Policy, and Community Development. Ms. Henriksen has a diverse background including strategic and comprehensive planning, economic and community development, technical assistance, rural health care research and grant writing. She is a specialist in the areas of strategic planning, conducting focus groups, wage and benefit studies and asset/needs assessments, community and economic development, and rural health research. Mel has led or co-facilitated strategic planning efforts for municipalities, non-profits, schools and other districts, boards of directors, and institutes of higher education. For the past 16 years, she has managed funded projects for the Illinois Critical Access Hospital Network (ICAHN), the National Association of Development Agencies (NADO), the U.S. Economic Development Administration (EDA), and the U.S. Department of Agriculture (USDA), as well as state and local organizations focused on economic and community development and health care. These projects included coordinating surveys, community focus groups, strategic planning to identify potential challenges and solutions, demographic analysis and distilling themes and findings from a variety of qualitative information to share with key stakeholders.

Mel holds a B.A. degree in Political Communication and Public Relations and a master's degree in public policy, both from the University of Northern Iowa. Mel is a former Board member for the Illinois Rural Health Association and chaired its Research, Education and Conference Committee. In addition, she is a former Kettering Foundation Research Fellow and received the ICAHN Service Award for her research in rural health care and its economic impact on rural communities. Mel has been a speaker for several Civic Leadership Academy (CLA) classes and has taught courses at NIU and Kishwaukee College including strategic performance management and American government.



Jeanna Ballard, MPA, Senior Research Specialist. Ms. Ballard has a varied background in strategic and comprehensive planning, technical assistance, and performance improvement studies. She has helped facilitate strategic planning workshops, focus groups, interviews, organizational design reviews, leadership development seminars, and compensation analyses. Jeanna has co-facilitated strategic planning for elected officials, non-profits, municipalities, counties, townships, park districts, libraries, council of governments, and institutes of higher education. For the past two years, Jeanna has provided staff support for funded projects for the Illinois Critical Access Hospital Network (ICAHN). Most recently, she has worked on local government strategic planning initiatives. These projects included coordinating online surveys, community focus groups, goal development sessions, identifying potential challenges and solutions, and distilling themes from a variety of quantitative and qualitative information to share with key stakeholders.

Jeanna holds a dual MPA degree via her joint studies at Northern Illinois University and Renmin University of China in Beijing. She joined the Center for Governmental Studies in 2017 and serves as an elected Representative on NIU's Supportive Professional Staff Council and is the Chair of the Advocacy Committee. Jeanna has seven years of public service experience serving in local, county, and federal levels of government and is a former Banovetz Fellow. Jeanna has also been a speaker for several Civic Leadership Academy (CLA) classes and taught courses at NIU in public service leadership and management.



Alli Hoebing, MPA, Research Specialist. Ms. Hoebing is a research specialist focusing on Association and Public Management. Alli graduated from NIU's Master of Public Administration program with an emphasis in local government administration. As an undergraduate at NIU, Alli was a member of the Pre-Law Honors Society and collegiate Mock Trial team, majoring in political science, public law, and communication.

At CGS, Alli works with both the Strategic Management, Policy, and Community Development and the Associations Management teams, including the Illinois City/County Management Association (ILCMA) and affiliates, the Wisconsin City/County Management Association (WCMA), the American Planning Association's Illinois Chapter (APA-IL), and serves as the Executive Director of the Illinois Local Government Lawyers Association (ILGL). In her work with associations, Alli assists with conferences, committees, financial reports, research and analytics, and strategic planning.

Other Project Staff and Support – Dr. Kuhn and the project team will also be joined and assisted by other staff members of the Center for Governmental Studies and the University for certain project elements or at critical junctures of the project.

Northern Illinois University Center for Governmental Studies Strategic Planning Process

Project Team

Dr. Greg Kuhn, Ph.D.
Director
gkuhn@niu.edu

Mel Henriksen, MPP
Assistant Director
mhenriksen@niu.edu

Jeanna Ballard, MPA
Senior Research Specialist
jballard5@niu.edu

Alli Hoebing, MPA
Research Specialist
ahoebing1@niu.edu

Why Team NIU-CGS?

Qualified Team Members:

- Administrative team to help walk you through every step of the process.
- Familiarity with, and commitment to, the region and state.
- Extensive experience with strategic, comprehensive, and master planning.
- Strong and varied approach to community involvement including focus groups, interviews, and survey research.
- Diverse knowledge, experience, and resources to meet all needs in a timely manner.
- Provide an action planning launch session to assist with implementation.

Strategic planning, at its core, is leadership's expression of the future. Whether it be a private or public organization, the world in which all organizations operate continues to rapidly change and grow more complicated as witnessed by the changing dynamics of our region, our state, the nation, and the globe.



Village of Winnebago

Strategic Planning and Goal Development Initiative



Strategic Plan Timeline

- **Project Kick-Off**
- **Background Analysis and Document Review**
- **Internal and External Stakeholder Input Gathering**
- **Strategic Planning Leadership Workshop**
- **Goal Refinement and Online Goal Ranking**
- **Final Report Preparation**
- **Action Planning Launch**

Process Overview

To develop the Village's Strategic Plan, NIU-CGS will facilitate a collaborative and participative process that enables the Board, staff, and community stakeholders to gain insights, share perspectives, and undertake an exploration of organizational and community dynamics.

The result of the process will be a thorough discussion of the Village's vision for the future, high-priority goals, objectives, and organizational needs for both the short and long term.

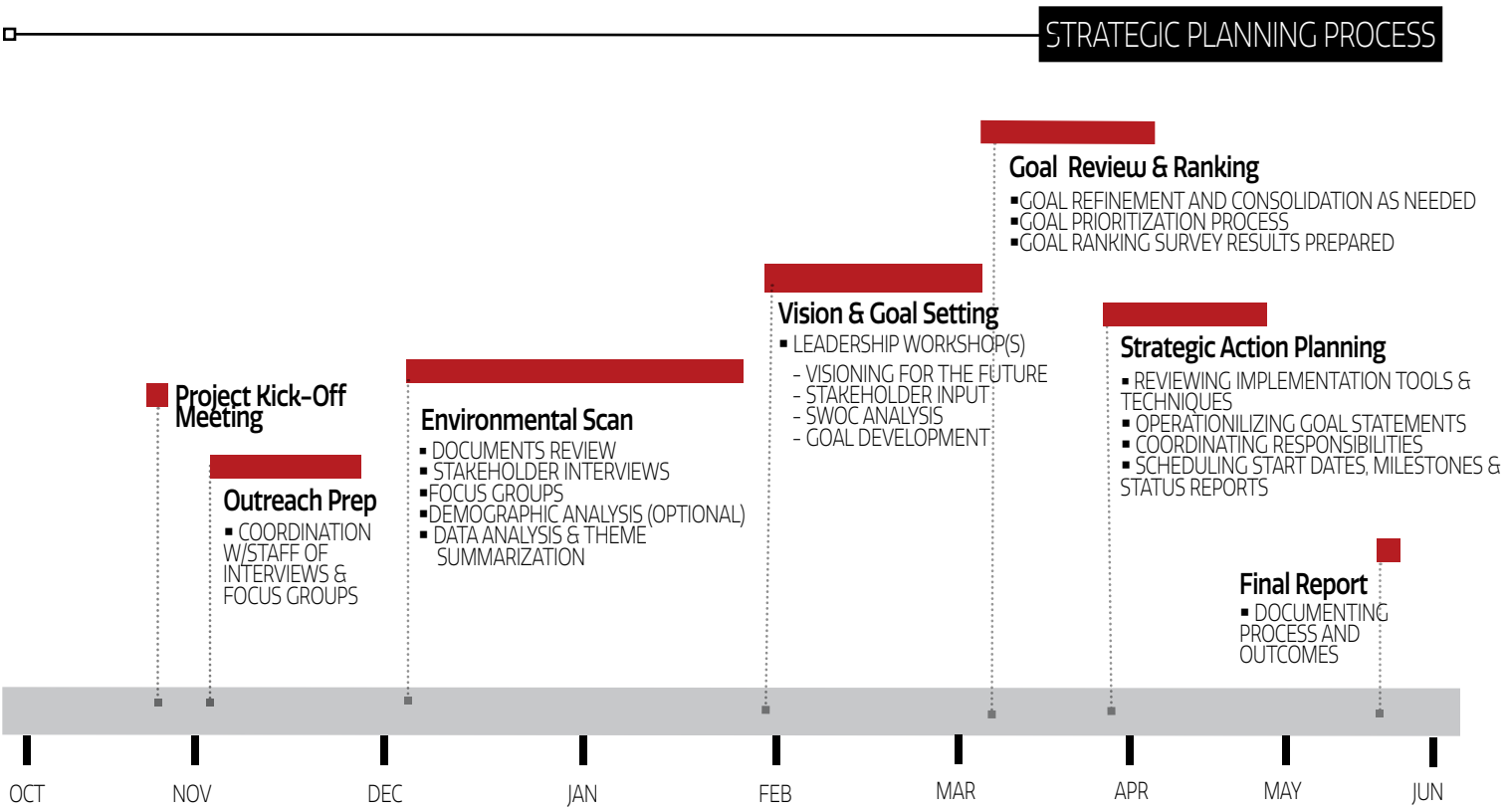
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WINNEBAGO PROJECT TIMELINE ESTIMATES

The Project Timeline below illustrates how the Strategic Planning process will be coordinated throughout the duration of the project timeframe. In addition, certain outcomes will inform subsequent phases of the planning process.

STRATEGIC PLAN



Agenda Item Executive Summary

Item Name	Draft Ordinance of Text Amendment to UDO to Confirm Permitted Use District for Funeral Homes, to Add Crematory as Special Permitted Use Under Distr. No. 3 and to Amend Land Uses Chart in Article 6 to Comport with Same	Committee or Board	Board

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

EXECUTIVE SUMMARY

Olson Funeral and Cremation Services has requested to operate a crematory at the Genandt Chapel location, located at 602 N Elida St. The Genandt Chapel, built and annexed in the 1970s, was acquired by Olson Funeral and Cremation Services in early 2024, marking their sixth location in Northern Illinois. The Village of Winnebago's current Unified Development Ordinance does not explicitly address crematories in the General Business Zoning District. The proposed text amendment aims to clarify this by allowing them as special permitted use.

On Monday, July 22, 2024, a Public Hearing was held prior to the Zoning Board Meeting, and the Zoning Board unanimously recommended the attached draft ordinance.

ATTACHMENTS (PLEASE LIST)

Draft Ordinance, Site Plan, Informational Documents Regarding the Operation of a Crematory

ACTION REQUESTED

☐For Discussion Only

☐Resolution

☒Ordinance

☒Motion:

MOTION: I MOVE TO APPROVE ORDINANCE 2024-__, AN ORDINANCE OF TEXT AMENDMENT TO UNIFIED DEVELOPMENT ORDINANCE TO CONFIRM PERMITTED USE DISTRICT FOR FUNERAL HOMES, TO ADD CREMATORY AS SPECIAL PERMITTED USE UNDER DISTRICT NO. 3-GENERAL BUSINESS DISTRICT AND TO AMEND LAND USES CHART IN ARTICLE 6 TO COMPORT WITH SAME

Staff:	Joseph Dienberg, Village Administrator	Date:	8/5/2024

Ordinance No. 2024- _____

AN ORDINANCE OF TEXT AMENDMENT TO UNIFIED DEVELOPMENT ORDINANCE TO CONFIRM PERMITTED USE DISTRICT FOR FUNERAL HOMES, TO ADD CREMATORY AS SPECIAL PERMITTED USE UNDER DISTRICT NO. 3—GENERAL BUSINESS DISTRICT, AND TO AMEND LAND USES CHART IN ARTICLE 6 TO COMPORT WITH SAME

WHEREAS, as part of the zoning and building regulations, the Village Board of Trustees adopted a Unified Development Ordinance on December 9, 2019, as Village of Winnebago Ordinance No. 2019-14; which ordinance has been periodically amended via ordinance and

WHEREAS, Article 6, Section 6.06.01 of said Unified Development Ordinance establishes the regulations that apply in the District No. 3—General Business District; and

WHEREAS, interest was expressed by a business purchaser in remodeling and use of a currently existing building in an area of the Village of Winnebago currently zoned as District No. 3—General Business District for a crematory, but the Unified Development Ordinance does not provide for the same to be allowed either as a Permitted Use or a Special Permitted Use in District No. 3—General Business District, as such use is currently only allowed under District No. 6—Agricultural District as a Special Permitted Use; and

WHEREAS, there is a Land Use Chart contained at the end of Article 6 of the Unified Development Ordinance (Table 6.2) summarizing the list of Permitted Uses and Special Uses by category for various zoning districts in the Village, but it has been determined that such list is incomplete, and does not always correspond to the text of the Unified Development Ordinance relating to such uses in the various categories; and

WHEREAS, specifically, as to a certain use, namely, "Funeral Homes, Funeral Parlors", as contained in the Land Use Chart in Article 6 under the "Office, Medical, and Small Business" heading, its permitted use categories need to be clarified; and

WHEREAS, extensive discussion was had at Zoning and Planning Commission meetings about the need to clarify certain portions of the Unified Development Ordinance and to determine the appropriate zoning classification for crematories, and it was determined that such use would be appropriate in District No. 3—General Business District as a Special Permitted Use in addition to District No. 6—Agricultural District where a crematory is already allowed as a Special Permitted Use; and

WHEREAS, a public hearing was had on July 22, 2024, with requisite newspaper publication 15 days prior thereto in a newspaper of general circulation in the municipality in order to receive public input as to the desirability of allowing a crematory to operate in District No. 3—General Business District, with notification there was to be discussion of whether such use should be a Permitted Use or Special Permitted Use under such zoning district were the same to be recommended to be allowed; and

WHEREAS, at the duly noticed and convened Zoning and Planning Commission meeting held directly after the public hearing on July 22, 2024, the members of the Zoning and Planning Commission voted to recommend to the Village Board that the Unified Development Ordinance be amended in order to allow a crematory to operate as a Special Permitted Use in District No. 3—General Business District provided that such crematory is located adjacent to, and operated in conjunction with, a funeral home or cemetery, as is already a condition provided in District No. 6—Agricultural District where the same is already allowed as a Special Permitted Use; and

WHEREAS, at the aforesaid July 22, 2024 Zoning Board Meeting the Members of the Zoning and Planning Commission also voted to recommend to the Village Board that certain

changes be made to the Land Use Chart contained at the end of Article 6 of the Unified Development Ordinance in accordance with the above recommendation; and

WHEREAS, the Board of Trustees believes it would be in the best interest of its citizenry to allow a crematory as a Special Permitted Use in District No. 3—General Business District provided that such crematory is located adjacent to, and operated in conjunction with, a funeral home or cemetery, as such classification as a Special Permitted Use would allow evaluation of the appropriateness of the same on a case-by-case basis in accordance with the surrounding uses in the General Business District, and the imposition of terms and conditions on such Special Use Permit issued as deemed appropriate.

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

ARTICLE I

Paragraph 6.06.01 (2) of Ordinance No. 2019-04 (Unified Development Ordinance) is hereby amended to read as follows (with the added language highlighted in this ordinance via bold text for emphasis only, and not to be so highlighted in the amending pages of the Unified Development Ordinance):

2) Special Permitted Uses—Public Parking Garages; Used Automobile Sales; Farm Implement Establishments; Greenhouse and Nurseries; Lumber Yards; Service Stations; Wholesale Sales Outlets; Warehousing, Storage and Truck Transport Activities; Self-Storage Warehouse/Mini-Warehouse, **and Crematories, provided any such crematory is adjacent to, and operated in conjunction with, a funeral home or cemetery**. All above "Special Permitted Uses" are subject to provisions listed under Section 6.07.01 (1)(a)-(1)(i) and under Section 6.10 (7), as well as other provisions of this ordinance.

ARTICLE II

The "Office, Medical and Small Business" Section of Table 6.2 in Article 6 of the Unified Development Ordinance shall be amended to delete the phrase "Funeral Parlor" in the "Funeral

Home, Funeral Parlor" category, as the meaning of the terms is synonymous; to add a letter "P" designation in the table under District No. 3—General Business District, since by this ordinance it is clarified that the permitted use of ""personal service professional" activity under the "Principal Permitted Uses" subheading would include a funeral home based on its operation as an entity requiring licensure by the State of Illinois which provides professional services to individuals in regard to preneed planning or post-death funeral services and arrangements; and to add "Crematory" as a category right under Funeral Home in the Land Use Chart contained in Table 6.2 of the Unified Development Ordinance, and indicate a crematory is a Special Permitted Use under District No. 3—General Business District, and District No. 6—Agricultural District, with the latter already so provided in the text of the Unified Development Ordinance, but not previously identified in Table 6.2 because a crematory was not listed as a category. A copy of the proposed revised page of the Unified Development Ordinance reflecting this change is attached.

ARTICLE III

All other provisions of Ordinance No. 2019-14, as amended not in conflict with the provisions herein shall remain in full force and effect.

ARTICLE IV

This Ordinance shall be in full force and effect from and after the date of its passage, approval, and publication in pamphlet form, as provided by law.

APPROVED:

_____

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

ATTEST:

_____
Sally Jo Huggins, Village Clerk

PASSED: _____

APPROVED: _____

PUBLISHED IN PAMPHLET FORM: _____

PREPARED BY:

Attorney Mary J. Gaziano
Village Attorney

Use	Zoning Districts									
	No. 1 S-F	No. 2 2-F	No. 2-M M-F	PRD	No. 3 G.B.	No. 4 G.I.	No. 5 L.I.	No. 6 Agr.	No. 7 Lim. Ag.	No. 8 RTMP
Office, Medical and Small Business										
Accounting	S	--	S	--	--	--	--	--	--	--
Animal Hospital / Veterinarian	--	--	--	--	--	--	--	S	--	--
Beauty Salons, Barber Shops	S	S	S	S	--	--	--	--	--	--
Customary Home Occupations	P	P	P	P	--	--	--	--	--	--
Day Care Centers	--	--	--	--	P	--	--	--	--	--
Dental	S	S	S	S	--	--	--	--	--	--
Engineering	S	--	S	--	--	--	--	--	--	--
Funeral Home	--	S	S	S	P	--	--	--	--	--
Crematory	--	--	--	--	S	--	--	S	--	--
Healthcare Clinic, Healthcare Office	S	S	S	S	--	--	--	--	--	--
Home Day Care for Children	S	S	S	S	--	--	--	--	--	--
Hospital	S	--	S	--	--	--	--	--	--	--
Insurance	S	S	S	S	--	--	--	--	--	--
Legal	S	--	S	--	--	--	--	--	--	--
Personal Service Professional Office	--	--	--	--	P	--	--	--	--	--
Real Estate	S	S	S	S	--	--	--	--	--	--
Rehabilitation Centers (Disabled Persons)	--	--	--	--	--	--	--	S	--	--
Recreation & Entertainment										
Archery Clubs	--	--	--	--	--	--	--	S	--	--
Automobile, Cycle, Snowmobile Race Tracks	--	--	--	--	--	--	--	S	--	--
Campgrounds, Picnic and Recreational	--	--	--	--	--	--	--	S	--	--
Commercial Fishing Ponds or Lakes	--	--	--	--	--	--	--	S	--	--
Dining and Dancing Establishments	--	--	--	--	--	--	--	S	--	--
Entertainment	--	--	--	--	P	--	--	S	--	--
Golf Course, Driving Range, Golf Practice Facility	--	--	--	--	--	--	--	S	--	--
Golf Courses, Par 3	--	--	--	--	--	--	--	S	--	--
Gun Clubs	--	--	--	--	--	--	--	S	--	--
Parks, Forest Preserves and Recreation Areas	P	P	P	P	--	P	P	P	S	P
Recreation Buildings and Community Centers	--	--	--	--	--	P	P	P	--	P
Stables and Riding Trails	--	--	--	--	--	--	--	S	--	--
Theaters, Outdoor and Indoor	--	--	--	--	--	--	--	S	--	--
Retail / Services										
Farm Implement Establishments	--	--	--	--	S	--	--	P	--	--
Lumber Yards	--	--	--	--	S	--	--	--	--	--
Restaraunts	--	--	--	--	P	--	--	--	--	--
Retail Sales Office	--	--	--	--	P	--	--	--	--	--
Service Stations	--	--	--	--	S	--	--	--	--	--
Sexually Oriented Businesses w/ Restrictions	--	--	--	--	P	--	--	--	--	--
Stores and Shops	--	--	--	--	P	--	--	--	--	--
Used Automobiles Sales	--	--	--	--	S	--	--	--	--	--
Wholesale Sales Outlets	--	--	--	--	S	--	--	--	--	--
Indutrial and Manufacturing										
Alternative Fuel Production and Processing	--	--	--	--	--	--	--	--	--	S
Automobile Wrecking Yards	--	--	--	--	--	--	--	S	--	--

Page amended via Ordinance No. 2024-_____ on _____, 2024

Matthews ENVIRONMENTAL SOLUTIONS

May, 14th 2024

Scott Olson
Olson Funeral and Cremation Service, Ltd.
2811 N MAIN STREET
ROCKFORD, IL 61103

Dear Mr. Olson,
In response to our recent conversation, the following are FAQ's that could arise as it relates to the installation of a cremation system:

Will there be smoke and odor?
Under normal operating conditions there will not be any smoke or odor. Our equipment protects against this by a large internal secondary chamber whereby the products of combustion are re-burned or cleansed prior to their discharge into the environment. It is equipped with a proactive opacity (visual) monitor. The opacity monitor is continuously scanning the existing gases and takes automatic action by turning off the cremation burner if the opacity reaches a level of 10%. For a lack of a better description, this would be similar to smoke wafting from the tip of a cigarette.

Is the equipment environmentally safe?
Yes. Matthews Environmental Solutions currently have over 5,000 installations globally and several units operating within the Caribbean region. The emission levels are well below permissible levels.

Will the facility be operating 24/7?
It will not. It's estimated to be idle or non-operational 66% of the time.

Will it be loud?
It will not. The noise emitted is similar, to an air conditioner running.

Will it decrease property values?
This argument has never been authenticated. Funeral Homes are typically located in residential or light commercially zoned areas as that is where they are to serve their community. Funeral Homes are typically the best maintained property.

Matthews Environmental Solutions
2045 Sprint Boulevard | Apopka, Florida 32703
O: 407-886-5533 | F: 407-886-5990 | www.matthewsenvironmentalsolutions.com

Matthews INTERNATIONAL
Matthews Environmental Solutions is a (MATW) Matthews International company

What about Mercury?
The subject of Mercury arises on occasion. The USEPA defines Mercury as a natural occurring element.
The reality is, Mercury from the cremation process is an insignificant source of Mercury emissions.
Unfortunately, there is so much inaccurate information on the Internet that some people will believe it to be true.

Sincerely,

HECTOR LA ROSA
ACCOUNT EXECUTIVE
MI, IN, IL, WI, MN
Matthews ENVIRONMENTAL SOLUTIONS

O: 407.886.5533 x 6184 | F: 412-224-4167
hlarosa@matw.com | MatthewsEnvironmentalSolutions.com
2045 Sprint Blvd | Apopka, FL 32703–7762
Matthews Environmental Solutions and Matthews Memorialization are (MATW) Matthews International companies.

Matthews ENVIRONMENTAL SOLUTIONS

May, 14th 2024

Scott Olson
Olson Funeral and Cremation Service, Ltd.
2811 N MAIN STREET
ROCKFORD, IL 61103

Dear Mr. Olson,

As a follow-up to your request, this letter will review some facts regarding the common placement of cremation equipment within a funeral related facility.

Matthews Cremation Division has been designing, manufacturing and installing combustion systems for a broad range of industries for over 70 years. We are recognized as the leader in cremation equipment, with over 4,500 installations throughout the United States and 50 countries. Our designs have been granted U.S. patents and have been adopted as industry standards for quality and performance. In addition, we are the largest service and repair organization, servicing all brands of cremation equipment.

Our company has been involved with the various fields of combustion for many years, and directly related to the cremation industry for over 52 years. We are a member in good standing with the Cremation Association of North America and became its first supplier member approximately 40 years ago.

As the largest manufacturer of cremation equipment, our company annually markets over 70% of our production to the funeral industry. Most funeral establishments are located in residential communities and/or light commercial areas, since they are there to serve the local population. The cremation equipment is installed within the funeral home and is generally considered by most zoning regulations to be an extension of existing business and/or services.

The equipment operates without smoke or odor, and each and every installation must be permitted by the environmental authorities for the city, state or province in which it is installed. The equipment we manufacture is Underwriters Laboratories (UL) listed, confirming maximum safety of both equipment and personnel.

In addition, in Canada our equipment is built to the standards of the Canadian Gas Association (CGA) and is inspected and approved by them for safety of both the electrical and gas control systems.

Each model manufactured by our company is tested by an independent testing laboratory against standards set forth by the federal government. Our equipment's emission levels are substantially lower than the allowable standards to ensure environmental quality. Residents of the area will not be aware the equipment is operating.

All machinery that performs combustion, whether automobiles or furnaces of any type (fireplaces or crematories), gives off byproducts referred to as *particulate matter*. Because of our equipment's high-quality standards, these byproducts are not visible, nor is there an odor of the material being combusted.

The equipment operates automatically and has built-in pollution detection equipment that constantly supervises the operation, safeguarding against pollution and environmental impact. Cycle time is approximately two hours. When this cycle time is multiplied by the annual frequency of use, the actual hours of operation become insignificant.

The cremation rate in **Illinois** is rising and it is of vital importance that these services be locally available to residents of the community of Winnebago, to help minimize cost to them and fulfilling their demands.

I appreciate your interest and concern regarding the basic information surrounding the installation of cremation equipment. Please feel free to distribute this letter of information to any individuals and/or group that might have interest.

Should you or others require additional information or have questions about anything in this letter, please call me using our toll-free number: 800-327-2831.

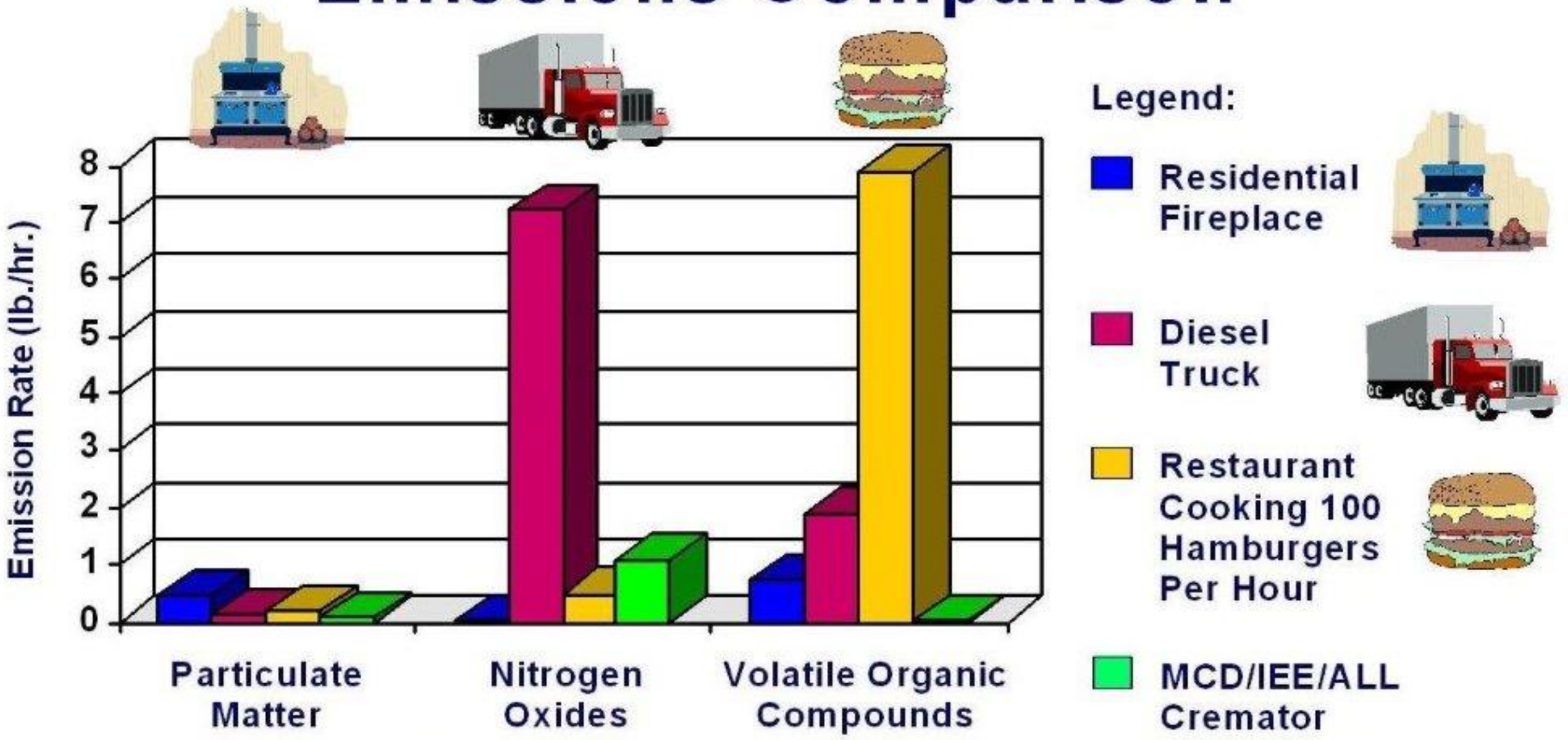
Yours very truly,

HECTOR LA ROSA
ACCOUNT EXECUTIVE
MI, IN, IL, WI, MN

Matthews ENVIRONMENTAL SOLUTIONS

O: 689 336 7713 | F: 412-224-4167
hlarosa@matw.com | MatthewsEnvironmentalSolutions.com
2045 Sprint Blvd | Apopka, FL 32703–7762
Matthews Environmental Solutions and Matthews Memorialization are (MATW) Matthews International companies.

Emissions Comparison



Matthews University

"Did You Know" ™ Educational Series

A Publication of Matthews Cremation

Issue No. 130

Emissions from Cremation Equipment

Does cremation equipment have unusual emissions?

No, emissions from crematories are similar to restaurants, vehicles and home fireplaces.

Since the 1990 Clean Air Act air pollution discussions have often included crematories. Knowing this, we have spent tremendous amounts of time and money to be certain we have accurate environmental data on the emissions from crematories. We have found in past dealings with the EPA, that our industry is misrepresented unless we have good quality information on which we can defend ourselves from over regulation.

Emissions from cremation equipment are the same types you might find from other very common sources of air pollution. Below you will find a brief description of the most common regulated pollutants from a crematory and a comparison to give a point of reference.

Particulates (PM) - Solid matter such as dust, soot, ash and other unburned particles from the human remains, cremation container and contents of the container.

Average Particulate Emissions *(Expressed in pounds per hour)*		
A	**Typical State Standard**	.39 lbs/hr
B	**Cremation with casket/container**	.08 lbs/hr
C	**Wood Stove**	.46 lbs/hr
D	**Restaurant Cooking 100 burgers/hr**	.18 lbs/hr
E	**Diesel Truck**	.14 lbs/hr

Carbon Monoxide (CO) - A gaseous pollutant resulting from the incomplete combustion of fuel, cremation container and human remains.

Average Carbon Monoxide Emissions *(Expressed in parts per million, PPM @ 7% oz)*		
A	**Typical State Standard**	.24 lb/hr
B	**Cremation with casket/container**	.06 lbs/hr
C	**Wood Stove**	3.5 lbs/hr
D	**Restaurant Cooking 100 burgers/hr**	Not Avail.
E	**Diesel Truck**	22 lbs/hr

As you can clearly see, emissions from cremation equipment are not unusual but rather common to our everyday life experiences. In addition, the actual emission levels of cremation equipment are surprisingly low to most people.

Cremation equipment that is properly designed, operated and maintained will be a "good neighbor" to the other businesses and people that come into contact with it.

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SOUND	NOISE LEVEL (dBA)	EFFECT
Jet Engines (Near)	140	
Shotgun Firing	130	
Jet Takeoff (100-200 Ft.)	130	
Rock Concert (Varies)	110-140	Threshold of pain (125 dB)
Oxygen Torch	121	
Discotheque/Boom Box	120	Threshold of sensation (120 dB)
Thunderclap (Near)	120	
Stereo (Over 100 Watts)	110-125	
Symphony Orchestra	110	Regular exposure of more than 1 minute risks permanent hearing loss (over 100 dB)
Power Saw (Chain Saw)	110	
Jackhammer	110	
Snowmobile	105	
Jet Fly-over (1000 Ft.)	103	
Electric Furnace Area	100	No more than 15 minutes of unprotected exposure recommended (90-100 dB)
Garbage Truck/Cement Mixer	100	
Farm Tractor	98	
Newspaper Press	97	
Subway, Motorcycle (25 Ft)	88	Very annoying
Lawnmower, Food Blender	85-90	Level at which hearing damage (8 hrs.) begins (85dB)
Recreational Vehicles, TV	70-90	
Diesel Truck (40 Mph, 50 Ft.)	84	
Average City Traffic Noise	80	Annoying; interferes with conversation; constant exposure may cause damage
Garbage Disposal	80	
Washing Machine	78	
Dishwasher	75	
Vacuum Cleaner	70	Intrusive; interferes with telephone conversation
Hair Dryer	70	
Normal Conversation	50-65	
Quiet Office	50-60	Comfortable (under 60 dB)
Refrigerator Humming	40	
Whisper	30	Very quiet
Broadcasting Studio	30	
Rustling Leaves	20	Just audible
Normal Breathing	10	
	0	Threshold of normal hearing (1000-4000 Hz)

PowerPak I

The Basic Essential

- Smoke-Buster™ 138 Emission Control
- Ideal for New or Low-Volume Crematories
- Designed for 4 cremations per day
- Automatic operation, most fuel-efficient in its class



**Shown above with optional M-pyre® control panel

The Future Of Cremation

Matthews® ENVIRONMENTAL SOLUTIONS

Just Right for Your Business

The PowerPak I Cremation System is designed to meet the needs of low-volume cremation businesses that perform four or less cremations each day. Whether you're just starting out, or you're adding cremation as a new service for the families you serve, you want reliable equipment from a manufacturer you can trust. That's why we've taken our decades of field-proven innovation and experience and engineered them into every detail of the PowerPak I.

The PowerPak I is just right for your business. It's fully automated, and can be modified to work with our advanced M-pyre 2.0 remote operating and monitoring system. And because it's the fastest and most fuel-efficient cremator in its class, you'll save time and money that you can use to build your business for the future.

Ready To Go

The PowerPak I arrives at your doorstep ready to go. It comes pre-wired, pre-piped, and pre-tested. All you have to do is off-load your cremator, provide one connection for gas and one for electricity, and be prepared to accommodate the exhaust stack. That's it: as simple as one, two, three.

Automatic Operation

The self-monitoring control system simplifies the cremation process and allows your cremator to shut itself off upon completion of the cycle.

Operator Safety

We're serious about safety. That's why our cremators are tested and listed by Underwriter's Laboratories (UL).



The Future Of Cremation: Matthews Gives You More

Matthews is redefining the future of cremation. We offer a powerful partnership that gives you access to our global resources and combines all of our engineering talents. With more than 100 of years of experience and 4,500 installations in over 50 countries, we are the most trusted brand in cremation technology and service. Count on Matthews to help build your business for both today's challenges and tomorrow's opportunities.

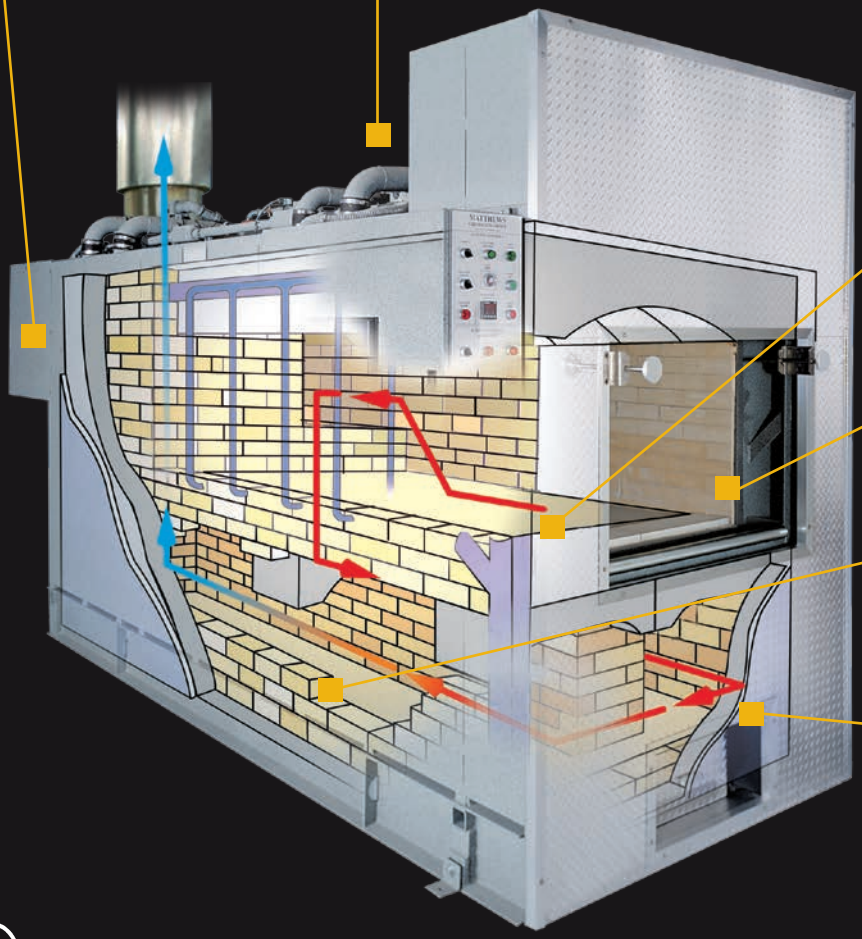
Visit us at MatthewsCremation.com.

Quiet Operation

Exclusive *Whisper Shield* allows operation without disturbing other services.

Angled Burners

Innovative burner design improves productivity and saves fuel.



Cremation Chamber Floor

Unique *Hot Hearth* design eliminates fluid runoff and minimizes fuel consumption.

Automatic Loading Door

Heavy-duty door opens and closes at the touch of a button.

Smoke Buster™ System

Advanced chamber airflow for complete combustion of smoke and odor.

Added Insulation

A full 12″ of multi-component material to increase operator safety and reduce heat loss & maintenance costs.

**Configuration above shown with basic control panel. Upgraded control panels are available.

The Power of Partnership

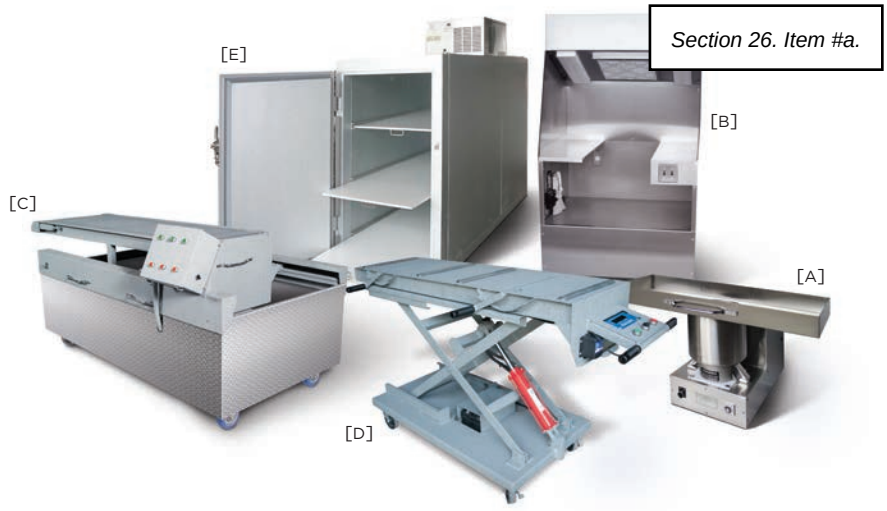
- Financial ROI Analysis
- Zoning and Permitting Support
- Operator Training and Certification
- 24/7 Customer Service and Support
- Custom Engineering and Design
- Facility Layout and Design
- Crematory Accessories and Supplies
- Leasing and Financing Options
- Turn-Key Installation

PowerPak I Specifications

Overall Height:	8’ 4” (2.54 m)
Overall Width:	6’ 5” (1.98 m)
Overall Length:	14’ 8” (4.47 m)
Weight:	23,400 lb. (10,614.1 kg)
Fuel:	Natural or L.P. Gas (Oil available)
Electrical:	230 volts, 1-phase/3-phase

Control panel can be located right, left or remote

Get the Most from Your Matthews Cremator



System Accessories

[A] ECP-200 Electric Cremated Remains Processor

- Reduces cremated remains to fit standard-sized urns
- Average processing time ≤ 30 seconds
- Quiet and dust-proof

[B] VPS-1 Processing Station

- Recovers dust when transferring cremated remains for operator safety
- Ventless design eliminates wall or ceiling openings
- Built-in overhead lighting adds convenience and safety
- Steel frame construction, finished with heavy-gauge stainless steel

[C] Auto-Loader

- Increases production and enhances operator safety
- Extends the cremation chamber floor life
- Offers a professional presentation during family viewing

[D] Hydraulic Lift Table - LT1BS

- Includes battery and scale

[E] Three-Body Cooler

- Safe storage until final disposition
- Thermostatically controlled system maintains constant temperature
- Removable shelves accommodate a mortuary cart or caskets

[■] M-pyre® 2.0

- Most advanced cremation technology through our M-pyre®2.0 system with intuitive logic control (ILC).
- Allows internet connection to enjoy the ability to remote preheat, monitor the cremator activity, view performance reports, track maintenance and communicate directly to your Matthews team.

Matthews® ENVIRONMENTAL SOLUTIONS

2045 Sprint Boulevard | Apopka, FL 32703
1.888.589.6197 | Fax: 1.407.886.5990
MatthewsCremation.com

29519 ENG 20160601

Mpyre cases last 12 months (since 7/1/2019)

	Emissions								
	No			Yes			Total Cases	Total % total	Total Avg Duration
Size	Cases	% total	Avg Duration	Cases	% total	Avg Duration			
1-Small	16,681	99.65%	101.4	59	0.35%	93.4	16,740	100.00%	101.4
2-Medium	158,806	99.07%	118.9	1,489	0.93%	110.7	160,295	100.00%	118.9
3-Large	71,908	98.99%	161.9	733	1.01%	163.2	72,641	100.00%	163.2
4-Obese	6,328	96.38%	222.9	238	3.62%	202.7	6,566	100.00%	222.9
Grand Total	253,723	99.02%		2,519	0.98%		256,242	100.00%	222.9

Talking Points

- **We did over a quarter million cremations in the last 12 months with Mpyre.**
- **Over 99% of those had no "emission incidents". That's where there is any visible smoke that lasts longer than 30 seconds**
- **Any manufacturer who says their machines never smoke isn't really being truthful with you. At Matthews we try to do something better. We log all that data so we can tell you exactly how often it happens. Out of the quarter-million cremations we did with Mpyre in the last 12 months, we had emission incidents 0.98% of the time. That's less than 1%. It's not zero, but we think it's pretty good.**
- **We also did more than 6500 obese cases. Just for context, most crematories see a few obese cases each month. Our team sees more than 125 a week.**
- **Obese cases are tricky to cremate. They take over twice as long, and they're 4x more likely to smoke, so they have to be managed carefully**
- **That's where Instant Support can help. You click that button on your cremator and our Mpyre team is notified right away. We are on chat, on the phone and directly connected your machine to help you manage that case.**

MARY J. GAZIANO
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VIA E-MAIL
ORIGINAL NOT TO FOLLOW

June 21, 2024

ROCK VALLEY PUBLISHING LLC
7124 Windsor Lake Parkway--Suite 4
Loves Park IL 61111
Attention: Karen Whittington--Legal Department
E-Mail: legals@rvpublishing.com

RE: Village of Winnebago
Legal Notice of Public Hearing Re:
Zoning Ordinance/UDO Text Amendment
(Zoning Districts in which Mortuaries Allowed
and Allowing of Crematories)

Dear Karen:

Please find enclosed the Notice of Public Hearing Re: Zoning Ordinance/UDO Text Amendment (Zoning Districts in which Mortuaries Allowed and Allowing of Crematories) for the Village of Winnebago which I need to have published in the June 27, 2024 edition of The Gazette. This notice needs to be published only once. I am transmitting the notice in "Word" format so you may manipulate the same for publication formatting purposes.

Please e-mail me upon receipt and review of this notice to confirm that said notice will appear in the June 27, 2024, edition of The Gazette. As stated in the notice, the public hearing is scheduled for Monday, July 22, 2024 at 5:50 p.m., and publication in the June 27, 2024 edition of the Gazette will meet the statutory publication requirement of publication in the newspaper no less than 15 days nor more than 30 days prior to the public hearing.

Please send the proof of publication to me, but send the publication bill directly to the Village of Winnebago Office located at 108 West Main Street, Winnebago, IL 61088.

Very truly yours,

Mary J. Gaziano
Attorney at Law

MJG
Enclosure
cc: Mr. Franklin J. Eubank, Jr., Village President, via E-Mail: feubank@villageofwinnebago.com
Mr. Joseph Dienberg, Village Administrator, via E-Mail: jdienberg@villageofwinnebago.com
Ms. Kellie Symonds, Deputy Clerk, via E-Mail: ksymonds@villageofwinnebago.com
Mr. William Emmert, Zoning Board of Appeals Chairman, via E-Mail: aceriii@msn.com
(all with enclosure)

(410 ILCS 18/10)

(Section scheduled to be repealed on January 1, 2029)

Sec. 10. Establishment of crematory and licensing of crematory authority.

(a) Any person doing business in this State, or any cemetery, funeral establishment, corporation, partnership, joint venture, voluntary organization or any other entity, may erect, maintain, and operate a crematory in this State and provide the necessary appliances and facilities for the cremation of human remains in accordance with this Act.

(b) A crematory shall be subject to all local, State, and federal health and environmental protection requirements and shall obtain all necessary licenses and permits from the Department of Financial and Professional Regulation, the Department of Public Health, the federal Department of Health and Human Services, and the Illinois and federal Environmental Protection Agencies, or such other appropriate local, State, or federal agencies.

(c) A crematory may be constructed on or adjacent to any cemetery, on or adjacent to any funeral establishment, or at any other location consistent with local zoning regulations.

(d) An application for licensure as a crematory authority shall be in writing on forms furnished by the Comptroller. Applications shall be accompanied by a fee of $100 and shall contain all of the following:

(1) The full name and address, both residence and business, of the applicant if the applicant is an individual; the full name and address of every member if the applicant is a partnership; the full name and address of every member of the board of directors if the applicant is an association; and the name and address of every officer, director, and shareholder holding more than 25% of the corporate stock if the applicant is a corporation.

(2) The address and location of the crematory.

(3) A description of the type of structure and equipment to be used in the operation of the crematory, including the operating permit number issued to the cremation device by the Illinois Environmental Protection Agency.

(4) Any further information that the Comptroller reasonably may require.

(e) Each crematory authority shall file an annual report with the Comptroller, accompanied with a $25 fee, providing (i) an affidavit signed by the owner of the crematory authority that at the time of the report the cremation device was in proper operating condition, (ii) the total number of all cremations performed at the crematory during the past year, (iii) attestation by the licensee that all applicable permits and certifications are valid, (iv) either (A) any changes required in the information provided under subsection (d) or (B) an indication that no changes have occurred, and (v) any other information that the Comptroller may require. The annual report shall be filed by a crematory authority on or before March 15 of each calendar year. If the fiscal year of a crematory authority is other than on a calendar year basis, then the crematory authority shall file the report required by this Section within 75 days after the end of its

fiscal year. If a crematory authority fails to submit an annual report to the Comptroller within the time specified in this Section, the Comptroller shall impose upon the crematory authority a penalty of $5 for each and every day the crematory authority remains delinquent in submitting the annual report. The Comptroller may abate all or part of the $5 daily penalty for good cause shown. The $25 annual report fee shall be deposited in the Comptroller's Administrative Fund.

(f) All records required to be maintained under this Act, including but not limited to those relating to the license and annual report of the crematory authority required to be filed under this Section, shall be subject to inspection by the Comptroller upon reasonable notice.

(g) The Comptroller may inspect crematory records at the crematory authority's place of business to review the licensee's compliance with this Act. The Comptroller may charge a $100 fee for the inspection of the licensee. The inspection must include verification that:

(1) the crematory authority has complied with record-keeping requirements of this Act;

(2) a crematory device operator's certification of training and the required continuing education certification are conspicuously displayed at the crematory;

(3) the cremation device has a current operating permit issued by the Illinois Environmental Protection Agency and the permit is conspicuously displayed in the crematory;

(4) the crematory authority is in compliance with local zoning requirements;

(5) the crematory authority license issued by the Comptroller is conspicuously displayed at the crematory; and

(6) other details as determined by rule.

(h) The Comptroller shall issue licenses under this Act to the crematories that are registered with the Comptroller as of on March 1, 2012 without requiring the previously registered crematories to complete license applications.

(i) Every license issued under this Act shall be renewed every 5 years for a renewal fee of $100 to be sent to the Comptroller. The renewal fee shall be deposited into the Comptroller's Administrative Fund. The Comptroller, upon the request of an interested person, or on his or her own motion, may issue new licenses to a licensee whose license or licenses have been revoked, if no factor or condition exists that would have warranted the Comptroller to refuse the issuance of the license.

(Source: P.A. 103-253, eff. 6-30-23.)