



VILLAGE OF WINNEBAGO

REGULAR BOARD MEETING AGENDA

Wednesday, May 06, 2026 at 6:00 PM

108 West Main Street and Virtually

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

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

This meeting is being recorded

1. RECORDING OF THE MEETING

2. CALL TO ORDER

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL & ESTABLISHMENT OF A QUORUM

5. MEETING GUIDELINES

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

6. DISCLOSURE OF ANY CONFLICT OF INTEREST

7. CHANGES TO AGENDA

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

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

[a.](#) *Approval of Board Trustees Meeting Minutes from April, 15, 2026

[b.](#) *Approval of Invoices Presented for Payment \$103,799.06

10. PRESIDENT'S REPORT

[a.](#) Proclamation Proclaiming May 10 - 16 2026 National Police Week in the Village of Winnebago

[b.](#) Appointment of Member to the Zoning Board to Fill Vacancy Created by the Resignation of Riley Pitney

11. TREASURER'S REPORT

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

12. DEPARTMENT HEAD REPORTS

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

13. ACTION ITEMS

- a. Police Department Awards
- b. A Resolution Declaring Certain Real Property to Be Surplus And Authorizing the Sale of the Real Property Located at 106 Kasch Drive, Winnebago, Illinois
- c. An Ordinance Establishing a Purchasing Policy for the Village of Winnebago
- d. Swift Street Bid Acceptance
- e. Westfield Road Box Culvert MFT Project Bid Acceptance

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

15. NEW BUSINESS

16. UPCOMING MEETINGS

- a. Board of Trustees Meeting: May 20, 2026
- b. Committee of the Whole Meeting: May 20, 2026

17. ADJOURNMENT

**Posted: April 30, 2026 at 4:45 p.m. at 108 W. Main Street, Winnebago, IL
and online at www.villageofwinnebago.com Tel 815.335.2020 | Fax 815.415-8491
/s/ Joey Dienberg, Village Administrator**

The Board of Trustees of the Village of Winnebago met in person on April 15, 2026, at 6:02 p.m. with President Franklin J. Eubank, Jr. presiding. The link for the employees and the public to attend remotely was made available through GoToMeeting.

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

Guests: Attorney Mary Gaziano, Village Administrator Joseph Dienberg, Police Chief Jeff White, Lieutenant Nick Haff, Treasurer Dana Novinson

- 4. ROLL CALL & ESTABLISHMENT OF A QUORUM - A quorum was established.
- 5. MEETING GUIDELINES: No trustee attended remotely.
- 6. DISCLOSURE OF ANY CONFLICT OF INTEREST - No conflict of interest was noted.
- 7. CHANGES TO THE AGENDA – No changes to the agenda.
- 8. PUBLIC COMMENT – No one requested the opportunity to address the Board.
- 9. CONSENT AGENDA
 - A motion was made by MR. GRAHAM, seconded by MR. LEFEVRE to approve the Consent Agenda items. The motion carried on a unanimous roll call vote of those present.
 - a. *Approval of Minutes of April 1, 2026
 - b. *Approval of Invoices Presented for Payment \$ 55,986.16
- 11. TREASURER’S REPORT –Included in the packet.
- 12. DEPARTMENT HEAD REPORTS
 - a. Administrator Report –Included in the packet.
 - b. Police Chief Report – Included in the packet
 - c. Public Works Director – Included in the packet.
- 13. ACTION ITEMS
 - a. A motion was made by MR. ACKERMAN, seconded by MR. LEFEVRE to adopt Ordinance 2026-04 AN ORDINANCE AMENDING LIQUOR ORDINANCE 97-11 TO ADD TAP WALL (SELF POUR) ALLOWANCE FOR CLASS A AND B LIQUOR LICENSE HOLDERS. Motion carried on a roll call vote of those present.
 - b. The Swift Road Project plans were received today.
 - c. The Westfield Road Project remains open.
- 10. PRESIDENT’S REPORT
 - a. President Eubank reported that Mr. Emmert is willing to serve another term on the Zoning Board and continue as the Chairman.
 - b. President Eubank is search for a replacement of Riley Pitney on the Zoning Board as he has resigned.
- 14. EXECUTIVE SESSION – None needed.
- 15. NEW BUSINESS:
 - Administrator Dienberg noted he was contacted by a party looking to open a second location for a coffee and sandwich shop in the former Bago Lounge.

16. UPCOMING MEETINGS

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

17. ADJOURNMENT

A motion was made by MR. GRAHAM, seconded by MR. LEFEVRE, to adjourn at 6:09 p.m. The motion carried on a voice vote.

UNAPPROVED

Sally Jo Huggins, Village Clerk

Warrant List

May 06, 2026

Board Meeting

Warrant List

Section 1: Invoices Presented for Approval - \$103,799.06

Section 2: Invoices over \$5,000 - \$79,767.64

** Invoices are available for inspection and review**

SECTION 1:

WARRANT LIST

May 06, 2026

Invoices Presented

For Board Approval

Total Invoices: \$103,799.06

4/29/2026 4:28 PM
 VENDOR SET: 01 Village of Winnebago, IL
 BANK: AP AP BANK
 DATE RANGE: 0/00/0000 THRU 99/99/9999

A/P HISTORY CHECK REPORT

PAGE: 1

Section 9. Item #b.

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000729	IL DEPT OF AGRICULTURE - BUREA							
I-202604212783	IL DEPT OF AGRICULTURE - BUREA	R	4/21/2026	180.00		027174		180.00
016055	AIRGAS USA, LLC D/B/A ENCOMPAS							
I-5523445472	TANK RENTAL ACET/OXYG/CAR DIO	R	5/06/2026	41.43		027175		41.43
000367	CITY OF ROCKFORD							
I-75004553	WATER TEST SMPLES 03/02/26	R	5/06/2026	132.00		027176		132.00
000100	CONSERV FS							
I-108029098	DIESELEX GOLD 234.8 GAL	R	5/06/2026	1,092.78		027177		
I-108029099	AKROGOLD 273.5 GAL	R	5/06/2026	1,007.33		027177		
I-108029100	DIESELEX GOLD 118 GAL	R	5/06/2026	483.92		027177		2,584.03
000460	CORE & MAIN LP							
I-Y327999	KASCH DR WATER MAIN LOOPING	R	5/06/2026	79,020.64		027178		
I-Y801587	FRAME & 1020M GRATE	R	5/06/2026	747.00		027178		79,767.64
000044	GAZIANO, ATTORNEY MARY							
I-APR 28 2026	2024 TRAFFIC COURT CASES	R	5/06/2026	2,350.71		027179		2,350.71
000730	HAMBLOCK FORD							
I-6168564/1	2022 FORD 8478 OIL CHANGE	R	5/06/2026	76.13		027180		
I-6168808/1	2022 FORD 8478 RT FRNT CV JOIN	R	5/06/2026	1,443.06		027180		
I-6168863/1	2022 FORD 27836 REAR DIFFERENT	R	5/06/2026	1,802.90		027180		3,322.09
000525	J & R SUPPLY INC.							
I-2604419-IN	UNIFORM-BOOTS	R	5/06/2026	299.92		027181		
I-2604568-IN	16" POWERGRIT CHAIN/ CONC SA	R	5/06/2026	650.00		027181		949.92
000165	LAKESIDE INTERNATIONAL TRUCKS							
I-7311236P	2505326C3 DOOR BRACKET	R	5/06/2026	271.52		027182		271.52
000148	LAWSON PRODUCTS INC							
I-9313403695	CUT-OFF WHEEL 4 1/2"	R	5/06/2026	286.30		027183		286.30
000307	MANHEIM, CASPER							
I-INV035	APRIL BUILDING INSPECTOR	R	5/06/2026	1,000.00		027184		
I-INV036	APRIL CODE OFFICIAL	R	5/06/2026	960.00		027184		
I-INV038	BUILDING INSPECTOR MAY 2026	R	5/06/2026	1,000.00		027184		
I-INV039	CODE OFFICIAL- MAY 2026	R	5/06/2026	960.00		027184		3,920.00
000731	MENARDS - CHERRY VALLEY							
I-6901	MAGNETIC KEY BOX	R	5/06/2026	12.49		027185		
I-7243	40 RETAIN WALL BLOCKS MAIN ST	R	5/06/2026	71.60		027185		84.09

4/29/2026 4:28 PM
 VENDOR SET: 01 Village of Winnebago, IL
 BANK: AP AP BANK
 DATE RANGE: 0/00/0000 THRU 99/99/9999

A/P HISTORY CHECK REPORT

PAGE: 2

Section 9. Item #b.

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
001552	NORTHERN II MULTI-JURISDICTION							
I-202604272784	POLICE MEMORIAL WK DONATION	R	5/06/2026	150.00		027186		150.00
000703	NORTHERN ILLINOIS TRAINING ADV							
I-2733	FY27 AUTHORIZED OFFICER TRAING	R	5/06/2026	800.00		027187		800.00
000298	PACE ANALYTICAL SERVICES, LLC							
I-267210787	NITRATE TEST / SAMPLE PICK UP	R	5/06/2026	141.00		027188		
I-267211315	(3) FLOURIDE BY PROBE	R	5/06/2026	75.00		027188		216.00
000582	POLLARDWATER							
C-CM 297221	INV 297221 PD TWICE FERG/POLL	R	5/06/2026	150.26CR		027189		
I-0304589	INJECTION VALVE PV/T/C (3)	R	5/06/2026	913.39		027189		
I-0308576	(3) 10ML FAST RLSE PIPET PUMP	R	5/06/2026	159.33		027189		922.46
000051	POSTMASTER							
I-MAY 26 UB POSTAGE	MAY 26 UB POSTAGE	R	5/06/2026	750.00		027190		750.00
000384	REGION 1 PLANNING COUNCIL (WIN							
I-COG-FY26-0015-4	FY26- Q4 MEMBERSHIP	R	5/06/2026	625.00		027191		
I-FY26-0014-4	FY26 - Q4 GIS SUPPORT	R	5/06/2026	998.64		027191		1,623.64
000708	SPIELMAN'S TURF							
I-3021	CRABGRASS PREV. LIGHTED DIAMON	R	5/06/2026	349.00		027192		349.00
000830	STATE CHEMICAL SOLUTIONS							
I-904183497	CUBE 2-6 WATER LILY 100 ML	R	5/06/2026	238.65		027193		238.65
016032	TYLER TECHNOLOGIES							
I-CI100-00275139	SERVICE 06/01 TO 08/31/26	R	5/06/2026	3,470.71		027194		3,470.71
000067	UNITED LABORATORIES							
I-INV457953	WEED & BRUSH LOW- (12 GAL)	R	5/06/2026	1,180.74		027195		1,180.74
001004	VILLAGE OF WINNEBAGO							
I-03-4204-01 APR 26	600 W SOPER 3/30 TO 04/30/26	R	5/06/2026	23.24		027196		
I-03-5350-00 APR 26	104 W MAIN 3/30 TO 04/30/26	R	5/06/2026	10.38		027196		
I-03-5380-00 APR 26	108 W MAIN ST 03/30 - 04/30/26	R	5/06/2026	21.59		027196		
I-07-1467-00 APR 26	400 E MCNAIR 03/30 - 04/30/26	R	5/06/2026	20.42		027196		75.63
000623	WANLESS BROTHERS MOVING & STOR							
I-9255	APRIL STORAGE - MAR ACTIVITY	R	5/06/2026	132.50		027197		132.50

Section 9. Item #b.

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
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* * T O T A L S * *	NO			INVOICE AMOUNT		DISCOUNTS		CHECK AMOUNT
REGULAR CHECKS:	24			103,799.06		0.00		103,799.06
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:	24			103,799.06		0.00		103,799.06
BANK: AP TOTALS:	24			103,799.06		0.00		103,799.06
REPORT TOTALS:	24			103,799.06		0.00		103,799.06

SECTION 2:

WARRANT LIST

May 06, 2026

Invoices Over \$5,000

\$ 79,767.64

These invoices are included in the
Section 1 Warrant List

4/29/2026 4:34 PM
 VENDOR SET: 01 Village of Winnebago, IL
 BANK: AP AP BANK
 DATE RANGE: 0/00/0000 THRU 99/99/9999

A/P HISTORY CHECK REPORT

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000460	CORE & MAIN LP							
I-Y327999	KASCH DR WATER MAIN LOOPING	R	5/06/2026	79,020.64		027178		
I-Y801587	FRAME & 1020M GRATE	R	5/06/2026	747.00		027178		79,767.64

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	79,767.64	0.00	79,767.64
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

VENDOR SET: 01	BANK: AP	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			1	79,767.64	0.00	79,767.64
BANK: AP	TOTALS:		1	79,767.64	0.00	79,767.64
REPORT TOTALS:			1	79,767.64	0.00	79,767.64

**PROCLAMATION PROCLAIMING MAY 10 – 16 2026 NATIONAL POLICE WEEK IN
THE VILLAGE OF WINNEBAGO**

WHEREAS, there are more than 800,000 law enforcement officers serving in communities across the United States, including the dedicated members of the Winnebago Police Department;

WHEREAS, since the first recorded death in 1786, there are currently more than 24,500 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty;

WHEREAS, the names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, DC;

WHEREAS, 363 new names of fallen heroes are being added to the National Law Enforcement Officers Memorial this spring, including 109 officers killed in 2025 and 254 officers killed in previous years;

WHEREAS, the service and sacrifice of all officers killed in the line of duty will be honored during the National Law Enforcement Officers Memorial Fund's 38th Candlelight Vigil, on the evening of May 13, 2026;

WHEREAS, the Candlelight Vigil is part of National Police Week, which will be observed this year May 11th-16th;

WHEREAS, May 15 is designated as Peace Officers Memorial Day, in honor of all fallen officers and their families and U.S. flags should be flown at half-staff;

NOW, THEREFORE, I, Franklin J. Eubank Jr., President of the Village of Winnebago, do hereby proclaim the week of May 10-16, 2026, as National Police Week in the Village of Winnebago and encourage all citizens to join in honoring and supporting law enforcement officers for their selfless commitment to public safety and service.

Dated this 6th day of May 2026

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



Agenda Item Executive Summary

Item Name A RESOLUTION DECLARING CERTAIN REAL PROPERTY TO BE SURPLUS AND AUTHORIZING THE SALE OF THE REAL PROPERTY LOCATED AT 106 KASCH DRIVE, WINNEBAGO, ILLINOIS Committee or Board Board

BUDGET IMPACT

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

EXECUTIVE SUMMARY

This resolution declares approximately 10.19 acres of Village-owned real property located at 106 Kasch Drive as surplus and authorizes its sale in accordance with Illinois law. The property consists of two parcels within the Winnebago Highlands area, zoned General Business and General Industrial.

The Village has obtained independent appraisals establishing fair market value for both parcels. The resolution authorizes the Village Administrator to proceed with the sale, subject to Board approval of a purchase agreement and a minimum sale price of at least 80% of the appraised value.

The Village Board has determined that the property is no longer necessary or beneficial for municipal purposes, and that its sale serves the best interests of the Village by promoting economic development and returning the property to productive use.

ATTACHMENTS (PLEASE LIST)

Resolution

ACTION REQUESTED

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

MOTION: I MOVE TO APPROVE RESOLUTION 2026-__R, A RESOLUTION DECLARING CERTAIN REAL PROPERTY TO BE SURPLUS AND AUTHORIZING THE SALE OF THE REAL PROPERTY LOCATED AT 106 KASCH DRIVE, WINNEBAGO, ILLINOIS

Staff: Joseph Dienberg, Village Administrator Date: 5/6/2026

RESOLUTION NO. _____

**A RESOLUTION DECLARING CERTAIN REAL PROPERTY TO BE SURPLUS AND
AUTHORIZING THE SALE OF THE REAL PROPERTY LOCATED AT 106 KASCH
DRIVE, WINNEBAGO, ILLINOIS**

WHEREAS, the Village of Winnebago (“**Village**”) is an Illinois municipal corporation organized and operating under the Illinois Municipal Code (“**Code**”); and

WHEREAS, the Code (65 ILCS 5/11-76-4.1) authorizes the Village to sell surplus real estate, subject to certain procedures and conditions; and

WHEREAS, the Village owns two parcels of property located generally at 106 Kasch Drive, Winnebago, Illinois, bearing PIN numbers: 14-09-102-004 (“**Parcel 1**”) and 14-09-126-018 (“**Parcel 2**”), which are legally described in Exhibit A (the “**Property**”); and

WHEREAS, the Property contains +/- 10.19 acres, and is currently vacant; and

WHEREAS, Parcel 1 is located in the District 3 – General Business zoning district, and Parcel 2 is located in the District 4 – General Industrial zoning district; and

WHEREAS, the Village obtained two written appraisal reports for the Property, including a report dated March 22, 2025 for Parcel 1 and a report dated April 11, 2025 for Parcel 2, which were prepared by an Illinois state-certified appraiser, Kenneth J. Mrozek, Jr. of Valu Pros, establishing the fair market value of the Property (collectively, the “**Appraisal**”); and

WHEREAS, the Village Board has determined that the Property is no longer necessary, appropriate, required for the use of, profitable to, or in the best interests of the Village; and

WHEREAS, the Village Board finds that it is in the best interests of the Village to designate the Property as surplus and pursue selling the Property in accordance with this Resolution’s terms, and that doing so will promote the public health, safety, and welfare of the Village and its residents.

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

Section 1. Recitals and Exhibit. The above recitals and attached exhibit are incorporated into this Section 1 as though fully set forth herein.

Section 2. Surplus Declaration. The Village hereby declares the Property to be surplus property.

Section 3. Appraisal Available. On and after this Resolution’s effective date, the Village Clerk is authorized and directed to make the Appraisal of the Property publicly available for inspection at the Office of the Village Clerk, 108 West Main Street, Winnebago, Illinois 61088.

Section 4. Publication. The Village Clerk is authorized and directed to publish this Resolution in the *Gazette*, a newspaper published in Winnebago County, Illinois, as soon as is practicable after this Resolution’s effective date.

Section 5. Sale Authorized. The Village Administrator or his designee is authorized and directed to conduct the sale, subject to (a) the Village Board’s approval of a purchase and sale agreement in a form acceptable to the Village Board; and (b) the Property’s sale price equaling no less than 80% of the Property’s fair market value, as established by the Appraisal.

Section 6. Severability. In the event a court of competent jurisdiction finds this Resolution, or any provision hereof, to be invalid or unenforceable as applied, such finding shall not affect the validity of the remaining provisions of this Resolution and the application thereof to the greatest extent permitted by law.

Section 7. Repeal and Savings Clause. All resolutions, or parts of resolutions, in conflict herewith are hereby repealed; provided, however, that nothing herein contained shall affect any rights, actions, or cause of action which has accrued to the Village of Winnebago prior to the effective date of this Resolution.

Section 8. Effective Date. Upon its passage and approval according to law, this Resolution shall, by authority of the Board of Trustees, be published in pamphlet form, in accordance with law.

PASSED BY VOTE OF THE BOARD OF TRUSTEES of the Village of Winnebago, Winnebago County, Illinois, this ____ day of _____, 2026.

	<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>	<u>Abstain</u>
Trustee Adam Lefevre	_____	_____	_____	_____
Trustee Jason Ackerman	_____	_____	_____	_____
Trustee Duane Springer	_____	_____	_____	_____
Trustee John Kim	_____	_____	_____	_____
Trustee Michael McKinnon	_____	_____	_____	_____
Trustee Jeremy Graham	_____	_____	_____	_____
President Frank Eubank	_____	_____	_____	_____

APPROVED THIS ____ DAY OF _____, 2026.

Village President Frank Eubank

(SEAL)

ATTEST: _____
Sally Jo Huggins, Village Clerk

EXHIBIT A

Legal Description of Property

Parcel 1:

Lot 4 of Final Plat No. 1 Winnebago Highlands

P.I.N.: 14-09-102-004

Parcel 2:

Lot 1 of Final Plat No. 3 Winnebago Highlands

P.I.N.: 14-09-126-018



Agenda Item Executive Summary

Item Name An Ordinance Establishing a Purchasing Policy for the Village of Winnebago Committee or Board Board

BUDGET IMPACT

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

EXECUTIVE SUMMARY

This ordinance establishes a formal purchasing policy for the Village of Winnebago, replacing prior informal practices and outdated Finance Committee guidance with a clear, codified framework. The policy is intended to improve transparency, consistency, and fiscal accountability while maintaining operational flexibility for departments.

This item was previously discussed at the April 15 Village Board meeting. Since that discussion, several revisions have been made based on the Committee's discussion:

- The emergency purchases section has been removed and will be addressed in a separate ordinance specific to natural disasters and emergency events.
- The Superintendent of Streets position has been removed.
- Spending authority limits for the Police Chief and Public Works Director have been increased to \$7,500.
- The temporary delegation of authority section has been revised to allow the individual with spending authority to designate an appropriate employee in writing during their absence. In situations where no written designation exists, or the designee is unavailable and time constraints require action, the Village Administrator may exercise such authority directly, with notification provided to the appropriate individual. The definition of "appropriate employee" has also been clarified to include supervisory or managerial personnel with budgeting or financial responsibility, and to exclude clerical or administrative support roles.

With the emergency ordinance now focused on natural disasters and similar events, it does not address situations such as critical technology failures or other operational disruptions that may require urgent purchases exceeding standard limits. These types of scenarios are not covered in this ordinance and may be addressed in a future ordinance.

Overall, this ordinance formalizes purchasing authority, procedures, and internal controls in a manner consistent with the Village's current administrative structure.

ATTACHMENTS (PLEASE LIST)

Ordinance

ACTION REQUESTED

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

MOTION: I MOVE TO APPROVE ORDINANCE 2026-__, AN ORDINANCE ESTABLISHING A PURCHASING POLICY FOR THE VILLAGE OF WINNEBAGO

Staff: Joseph Dienberg, Village Administrator Date: 5/6/2026

ORDINANCE NO. 2026-__**AN ORDINANCE ESTABLISHING A PURCHASING POLICY FOR THE VILLAGE OF WINNEBAGO**

WHEREAS, the Village of Winnebago has historically utilized a purchasing policy maintained by the Finance Committee, which has become outdated and has not been consistently adhered to in practice; and

WHEREAS, it is in the best interest of the Village to formalize and update its purchasing policy to ensure that all purchases of goods and services are conducted in a transparent, efficient, and fiscally responsible manner, consistent with applicable laws and sound governmental practices; and

WHEREAS, the Village Board of Trustees recognizes the need to clarify and streamline the purchasing process by establishing clear authority limits and procedures for Village officials and departments to follow; and

WHEREAS, this ordinance is intended to replace any prior purchasing policies and procedures, bringing current practices into compliance with this updated and legally binding framework.

WHEREAS, the Village's prior purchasing practices and spending authority limits were historically established through Finance Committee discussion and meeting minutes before the creation of the Village Administrator position and without a formally adopted ordinance clearly addressing delegation of authority during the absence of a Department Head; and

WHEREAS, circumstances such as extended leave, training, illness, or vacation may require another individual to act in the stead of a Department Head, and it is in the best interest of the Village to clarify how purchasing and bill approval authority is exercised in such situations to ensure continuity of operations, internal controls, and compliance with audit standards; and

WHEREAS, while this ordinance is not intended to be an exhaustive procurement manual, the Village Board finds that establishing a clear, written purchasing framework represents a meaningful improvement over prior informal practices and provides a stronger foundation for consistent financial oversight moving forward; and

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

SECTION I: GENERAL PURCHASING POLICY

- The Village of Winnebago adopts the following purchasing guidelines to ensure that goods and services are procured in a manner that promotes transparency, fiscal responsibility, operational efficiency, and accountability, while allowing departments the flexibility necessary to effectively carry out their functions.
- To the greatest extent practicable, departments are encouraged to seek multiple quotes or proposals for goods and services to ensure competitive pricing, appropriate quality, and best value to the Village. However, it is recognized that departments may establish and maintain relationships with preferred or specialized vendors based on prior performance, familiarity with Village systems, compatibility, standardization, or other operational considerations. Nothing in this policy is intended to prohibit the use of such vendors, provided that the purchase is reasonable, justified, and in the best interest of the Village.
- Department Heads and authorized personnel are expected to exercise sound professional judgment in all purchasing decisions, balancing cost, quality, timeliness, and reliability. Documentation of quotes, vendor selection, or justification for vendor preference should be maintained as appropriate to the size and scope of the purchase.
- All purchasing authority granted under this policy is limited to expenditures within the adopting department's approved budget and operational needs. No individual or department shall obligate funds or make purchases on behalf of another department without prior authorization from the Village Administrator or as otherwise provided in this ordinance.
- All purchases must be reviewed and approved to ensure compliance with the budget and authority limits established herein.
- All purchasing, contracting, and procurement activities conducted under this Ordinance shall be performed in compliance with all applicable federal, state, and local laws and regulations, including but not limited to the Illinois Municipal Code, the Illinois Prevailing Wage Act, and any other statutory requirements. Nothing in this Ordinance shall be construed to waive or supersede any such legal requirements.

SECTION II: SPENDING LIMITS

Purchases for goods, services, and professional contracts shall be subject to the following spending authority limits:

Position	Spending Authority Limit
Deputy Clerk	Up to \$1,500
Police Chief	Up to \$7,500
Public Works Director	Up to \$7,500
Village Administrator	Up to \$10,000
Village President	Up to \$10,000

Any purchases exceeding \$10,000 shall require approval by the Village Board via resolution or ordinance, as applicable.

SECTION III: TEMPORARY DELEGATION OF AUTHORITY AND ACTING/INTERIM DESIGNATIONS

In the event that any individual with spending authority under this Section is absent for a limited duration, that individual is authorized to designate an appropriate employee, in writing, to exercise such authority on a temporary basis. Alternatively, if circumstances are such that a written designation has not taken place, or the person delegated is incapacitated or otherwise unavailable and time constraints are involved, the Village Administrator, as the supervisor of all departments, and based on familiarity with the transaction to be handled, may exercise such authority directly, and shall notify the respective individual with spending authority of such action in a timely manner.

For purposes of this Section, an “appropriate employee” shall mean a Village employee who holds a supervisory, managerial, or otherwise designated position of responsibility within the department or organization, and who has sufficient familiarity with the department’s operations, purchasing practices, and budget, and whose role includes participation in departmental budgeting or financial decision-making. An appropriate employee shall not include clerical, administrative support, or other staff positions that, while knowledgeable of departmental functions, do not have formal responsibility for operational decision-making or supervisory authority.

For purposes of this policy, the following distinctions shall apply:

- A. **Interim Appointment:** An individual formally designated by the village board as “Interim” for a position shall possess all powers, duties, and authorities of that position, including full spending authority as outlined herein.
- B. **Acting Appointment:** An individual designated as “Acting” in a position may perform the general duties of the role but shall not possess independent spending authority unless specifically designated in writing pursuant to this Section.

SECTION IV: PURCHASING METHODS

To ensure transparency and adherence to statutory requirements, the following purchasing methods will be applied:

- **Resolution:** A resolution of the Village Board is required for the purchase of goods or services exceeding \$10,000.
- **Request for Proposals (RFPs):**
 - Professional service contracts by their nature are not adaptive to normal procurement or competitive bidding. Examples include contracts for services of individuals or firms possessing a high degree of professional skill where the education, experience, or character of the individual is a significant factor in determining their ability to meet Village needs. Other examples include service contracts where other considerations besides price are

involved. These contracts generally result from the development and issuance of a Request for Proposal (RFP) by the respective department to consultants or vendors to provide professional services.

- The Village Administrator shall be notified prior to the issuance of an RFP or the engagement of professional services. An RFP may be advertised publicly and sent to a group of known vendors based on prior experience in providing the service or other documented reasons, except when a Request for Qualifications (RFQ) process has been conducted which has determined the pool of vendors to be used.
- Based on the complexity of the services sought, interviews and vendor presentations may be appropriate in addition to an evaluation of the proposals received. Factors other than price may be considered when conducting an RFP process. Once proposals are received from interested firms and interviews and/or presentations have been completed, the Village Administrator or designee is authorized to negotiate a contract with the firm deemed most qualified to provide the services based on:
 - Fair and reasonable compensation
 - Ability of professional personnel to provide services
 - Past record and experience with the Village and as well as references
 - Ability of firm to meet deadlines and budget
- **Invoice Payments:** Recurring expenses such as electric, natural gas, and telecommunications services will be paid directly from invoices and subject to board approval for other payments.
- **Gas Cards:** The Police Department will utilize gas cards monitored by the Police Chief or their designee, with oversight by the Treasurer and Village Administrator.

SECTION V: COMPETITIVE BIDDING FOR PUBLIC WORKS

Public Works purchases exceeding \$25,000 must follow the competitive bidding requirements in accordance with Illinois Statutes (65 ILCS 5/8-9-1).

SECTION VI: CREDIT CARD USE POLICY

Village credit cards may only be issued to employees with budgetary spending responsibilities, including but not limited to the Village Administrator, Deputy Clerk, Police Chief, and Public Works Director. All credit card purchases must be documented with detailed receipts and a description of the business purpose. Credit card statements and supporting documentation shall be reviewed and approved as part of the Village's standard accounts payable process. The standard process includes review by the Village's authorized check signers, traditionally the Treasurer, Clerk, and Village President, and presentation to the Village Board for review on a monthly basis. Credit card use is restricted to Village-related business. Expenditures must be reasonable and such use is limited to:

- **Travel and Training Expenses:** Includes hotel accommodations, meals, transportation (airfare, car rental, fuel), conference registration fees, and other travel-related expenses for official Village business, per the Village's Personnel Policy, as amended from time to time.
- **Emergency Purchases:** For unforeseen events or urgent situations where immediate action is required to safeguard public health, safety, or property.
- **Online and Internet Purchases:** For items or services that can only be acquired through online vendors or platforms where other procurement methods are not practical.
- **Situations Where Processing Invoices is Not Feasible:** Instances where vendors do not accept traditional invoicing or where immediate payment is necessary to secure goods or services.
- **Recurring Subscriptions and Memberships:** Payment for approved professional memberships, software licenses, or subscriptions to publications critical to Village operations.
- **Office Supplies and Minor Equipment:** Purchases of office supplies, small tools, or equipment that are needed urgently and fall within the approved departmental budget.
- **Dining/Catering for Village Business Purposes:** Meals for staff meetings, training, or other Village-related business activities that involve working through meal periods. Such expenses must be reasonable, documented, and pre-approved as part of the budget. Under no circumstances shall any purchase of alcohol be included in a purchase using the village credit card.
- **Special Events and Community Outreach:** Expenses related to community events, meetings, or outreach programs that have been preapproved as part of the departmental budget.
- **Facility and Grounds Maintenance:** Minor maintenance supplies or repair parts for Village facilities or grounds, when immediate purchase is required to maintain operations.

Restrictions: Credit cards must not be used for personal expenses, cash advances, or any other purchases that are not "Village Business". Additionally, all credit card purchases must be accompanied by a detailed receipt and justification for the expense. Misuse of the Village credit card may result in disciplinary action, up to and including termination and/or referral for criminal prosecution.

SECTION VII: EFFECT ON PRIOR POLICY AND/OR ORDINANCES REGULATING POLICY

This ordinance replaces and supersedes any prior written and/or oral purchasing policy followed by village personnel and/or contained in any village ordinance regulating purchasing policies.

SECTION VIII: EFFECTIVE DATE

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



Agenda Item Executive Summary

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

BUDGET IMPACT

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

EXECUTIVE SUMMARY

The Village Board previously approved a task order for design engineering services related to the Swift Street Water Main Reconstruction Project at its January 21, 2026 meeting. Village staff held a project kickoff meeting with Fehr Graham on February 6, 2026, and design work is currently underway by the Village Engineer.

The Village is now proceeding into the bidding phase of the project. The project is scheduled to be posted for bid on May 1, 2026, with bids due and opened on May 18, 2026 at 10:00 a.m. Following the bidding process, results will be presented to the Village Board at the May 20, 2026 meeting for consideration of bid award and authorization to proceed with construction.

The anticipated construction schedule includes substantial completion by September 11, 2026, and final completion by September 18, 2026.

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

ATTACHMENTS (PLEASE LIST)

Available upon Receipt from Fehr Graham

ACTION REQUESTED

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

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

Staff: Joseph Dienberg, Village Administrator Date: 5/6/2026
Chad Insko, Director of Public Works



Agenda Item Executive Summary

Item Name MFT Westfield Project Bid Acceptance Committee or Board Board

BUDGET IMPACT

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

EXECUTIVE SUMMARY

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

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

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

ATTACHMENTS (PLEASE LIST)

ACTION REQUESTED

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

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

Staff: Chad Insko, Director of Public Works Date: 5/6/2026
Joseph Dienberg, Village Administrator