VILLAGE OF WINNEBAGO

REGULAR BOARD MEETING AGENDA

Wednesday, June 04, 2025 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. **ESTABLISHMENT OF A QUORUM**
6. **MEETING GUIDELINES**

   Discussion and Vote to Allow an Absent Trustee to Vote By Phone or Other Allowable Means.
7. **DISCLOSURE OF ANY CONFLICT OF INTEREST**
8. **CHANGES TO AGENDA**
9. **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.
10. **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. The Consent Agenda for this meeting includes; ***11a., 11b., 12a., 12b., 12c., 20a., 20b., and 21a.***

11. APPROVAL OF MINUTES

- **a.** ***Approval of Board Trustees Meeting Minutes from May 7, 2025
- **b.** *Approval of Board Trustee Minutes from May 21, 2025 (Cancelled Meeting- No Quorum)

12. APPROVAL OF BILLS

- **a.** *Approval of Invoices Presented for Payment at the June 4, 2025 Meeting $112,078.44
- **b.** *Approval of Invoices Presented for Payment for the May 21, 2025 Meeting $67,025.60
- **c.** *Approval of Escrow Payments

13. PRESIDENT

- **a.** President's Report-May 21, 2025 (Cancelled Meeting- No Quorum)
- **b.** Reagan Mass Transit Presentation- Steve Davis

14. CLERK'S REPORT

15. TREASURER'S REPORT

- **a.** Treasurer's Report-May 21, 2025 (Cancelled Meeting- No Quorum)

16. ADMINISTRATIVE REPORTS

- **a.** Village Administrator Monthly Report-May 21, 2025 (Cancelled Meeting- No Quorum)
- **b.** Chief of Police Monthly Statistics Report-May 21, 2025 (Cancelled Meeting- No Quorum)
- **c.** Fehr-Graham – Engineering Report-May 21, 2025 (Cancelled Meeting- No Quorum)
- **d.** Code Enforcement & Building Officer Monthly Report-May 21, 2025 (Cancelled Meeting- No Quorum)
- **e.** Public Works Monthly Water Usage and Production Reports-May 21, 2025 (Cancelled Meeting- No Quorum)

17. QUESTIONS FROM TRUSTEES/STAFF

18. PUBLIC WORKS COMMITTEE/REPORTS/REQUESTS

- **a.** 2025 Water Project-Local Funds Aligning with IEPA SRLF Project
- **b.** Clayton Court Watermain Looping In-House Bid Acceptance

19. COMMUNITY DEVELOPMENT COMMITTEE/REPORTS/REQUESTS

- **a.** Sale of Village Owned Property- Winnebago Highlands

20. **POLICE COMMITTEE/REPORTS/REQUESTS**
    a. *Resolution Authorizing Reimbursable Expenditure for Less Lethal Equipment Already Received from Axon Enterprise, Inc. Through Grant Funds
    b. *Firecracker Road Closure- 5k Winnebago Park District
21. **FINANCE COMMITTEE/REPORTS/REQUESTS**
    a. *Line-Item Transfers
22. **LIQUOR COMMITTEE/REPORTS/REQUESTS**
23. **ADMINISTRATIVE TEAM/REPORTS/REQUESTS**
    a. Resolution Formally Adopting the Village of Winnebago Strategic Plan for 2025-2028
    b. Ordinance Adopting Updates to the Personnel Policy of the Village of Winnebago, Illinois
24. **ZONING COMMISSION/REPORTS/REQUESTS**
    a. Ordinance Adopting Fees for Zoning Applications and Authorizing the Use of a Consistent Zoning Application Form for the Village of Winnebago, Illinois
25. **EXECUTIVE SESSION (CLOSED SESSION) Pursuant to 5ILCS 120/2(c)**
26. **NEW BUSINESS**
27. **TABLED/DEFERRED ITEMS**
28. **UPCOMING MEETINGS**
29. **ADJOURNMENT**

Posted: May 30, 2025, at 1:15 p.m. at 108 W. Main Street, Winnebago, IL
and online at www.villageofwinnebago.com Tel 815.335.2020 | Fax 815.415-8491

Agenda Item Executive Summary

Item Name	Consent Agenda Items	Committee or Board	Board

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

EXECUTIVE SUMMARY

The consent agenda is a streamlined process for addressing routine, non-controversial items that require the board's approval. By consolidating these items into one agenda item, the board can focus on more substantive discussions and decision-making. The items typically included in the consent agenda are those that have been thoroughly reviewed and require minimal discussion, such as approval of meeting minutes, routine contracts, policy updates, approval of invoices to be paid, and administrative matters.

Board members are provided the opportunity to review these items in advance, and any member can request to have an item removed for further discussion. Upon approval, these items are adopted collectively without separate debate.

The consent agenda is designed to enhance board efficiency while ensuring that all necessary approvals are granted in a timely manner.

ATTACHMENTS (PLEASE LIST)

N/A

ACTION REQUESTED

☐For Discussion Only

☐ Resolution

☐ Ordinance

☒ Motion:

MOTION: I MOVE TO APPROVE THE ITEMS ON THE CONSENT AGENDA, INCLUDING APPROVAL OF BOARD MINUTES FROM MAY 7, 2025, APPROVAL OF BOARD MINUTES FROM MAY 21, 2025, APPROVAL OF INVOICES PRESENTED FOR PAYMENT FOR THE JUNE 4, 2025 MEETING, APPROVAL OF INVOICES PRESENTED FOR PAYMENT FOR THE MAY 21, 2025 MEETING, APPROVAL OF ESCROW REFUNDS PRESENTED FOR PAYMENT, APPROVAL OF RESOLUTION NO. 2025-___R, A RESOLUTION AUTHORIZING REIMBURSABLE EXPENDITURE FOR LESS LETHAL EQUIPMENT ALREADY RECEIVED FROM AXON ENTERPRISE, INC. THROUGH GRANT FUNDS, APPROVAL OF FIRECRACKER 5K ROAD CLOSURE, AND APPROVAL OF THE LINE-ITEM TRANSFER(S) PRESENTED.

Staff:	Rachel Windgassen, Administrative Assistant	Date:	6/4/25

The Board of Trustees of the Village of Winnebago met in person May 7, 2025, 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 – KIM - LEFEVRE – MCKINNON - PITNEY - SMITH - present

Guests: Attorney Mary Gaziano, Village Administrator Joseph Dienberg, Chief Jeff White, Lieutenant Nick Haff, Treasurer Dana Novinson, Deputy Clerk Kellie Symonds, Assistant Deputy Clerk Rachel Windgassen, Public Works Director Chad Insko, Fire Chief Charles Cunningham, Duane Springer, Luke Ziegler attended remotely.

5. ESTABLISHMENT OF A QUORUM - A quorum was established.
6. MEETING GUIDELINES – No Board members were attending remotely.
7. DISCLOSURE OF ANY CONFLICT OF INTEREST - No conflict of interest was noted.
8. CHANGES TO THE AGENDA – No changes were requested
9. PUBLIC COMMENT - No one requested the opportunity to address the Board.
10. CONSENT AGENDA

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

11. a. Approval of Board Trustees Meeting Minutes of April 16, 2025
11. b. Approval of Strategic Planning Workshop Minutes of March 1, 2025
12. a. Approval of Invoices Presented for Payment $77,449.78

13. PRESIDENT

a. Attorney Mary Gaziano swore in Sally Jo Huggins as the elected Village Clerk. The Village Clerk swore in Franklin J. Eubank as the elected Village President.

b. The Village Clerk swore in Duane Springer as the elected Trustee.

c. As no one else ran for the three Trustee positions, President Eubank appointed John Kim and Michael McKinnon to serve as Trustees until the next election. The Board accepted the appointments. The Village Clerk swore in Mr. Kim and Mr. McKinnon. Mr. Smith and Mr. Pitney were thanked for their service. Mr. Smith appreciated learning all the work accomplished by the Staff and Board. Mr. Pitney said he may be willing to return in the future.

d. President Eubank appointed Dana Novinson to continue as Treasurer, Mary Gaziano to continue as Village Attorney, and Fehr Graham to continue as Village Engineer.

e. The Zoning Board members are five-year terms except Irv Koning, who is four years. Terms end as follows:

Bill Emmert- May 2026
Riley Pitney May 2027
Brian Martin May 2028
Irv Koning May 2029
Michael Booker May 2030

14. CLERK – No items to report
15. TREASURER'S REPORT - Not Included
16. ADMINISTRATIVE REPORTS – Not Included
17. QUESTIONS FROM TRUSTEES/STAFF - There were no questions from Trustees or Staff
18. PUBLIC WORKS COMMITTEE/REPORT/REQUESTS
    a. The 2025 Water Project Local Funds Aligning with IEPA SRLF Project is awaiting approval.
    b. The Clayton Court Main Looping Project will be going out for bid.
19. COMMUNITY DEVELOPMENT COMMITTEE/REPORTS/REQUESTS.
    a. To be discussed in closed session
20. POLICE COMMITTEE/REPORTS/REQUESTS – No items for discussion.
21. FINANCE COMMITTEE/REPORTS/REQUESTS

a. The Trustees discussed the Grocery Tax and agreed it probably is in the best interest of the Village to continue the tax as it will be paid by many people who are not residents that shop here. Voting will be postponed until the first meeting in July to be timed with many area communities. The Attorney will finalize the Ordinance.

22. LIQUOR COMMITTEE/REPORTS/REQUESTS - No items for discussion.
23. ADMINISTRATIVE TEAM/REPORTS/REQUEST –
    a. President Eubank signed the Proclamation Proclaiming May 4-10, 2025, as Municipal Clerks Week in the Village of Winnebago.
    b. President Eubank signed the Proclamation Proclaiming May 11-17, 2025, as National Police Week in the Village of Winnebago.
24. ZONING COMMISSION/REPORTS/REQUESTS –
    a. A motion was made by MR. LEFEVRE, seconded by MR. ACKERMAN to adopt Ordinance No. 2025-07, AN ORDINANCE GRANTING A SPECIAL USE PERMIT FOR A BODY ART ESTABLISHMENT (TATTOO PARLOR) AT 126 S. BENTON STREET, WINNEBAGO, ILLINOIS. This includes a restriction that tattooing and piercing not be seen from the street and the hours of business will be from 8:00am to midnight any day. Motion carried on a unanimous roll call vote of the five Board members.
26. NEW BUSINESS

President Eubank noted Mediacom is now available to Willingham.

Fire Chief Cunningham was introduced to the Board.

It was noted Silo is not doing as good with reseeding properties as they should.

President Eubank noted that Village resident Bill Morrissey assisted in getting the ball rolling for the resurfacing of Highway 20. Complete rebuild of the road is scheduled in 2027. Rock Road, who is resurfacing, is purchasing water from the Village.

Mr. Insko noted 4 Rivers has added pump station capacity, which should help with the water in basement problems.

A motion was made by MR. ACKERMAN, seconded by MR. LEFEVRE to take a ten-minute break at 7:05pm. Motion carried on a voice vote.

25. EXECUTIVE SESSION (CLOSED SESSION) – pursuant to 5ILCS 120/2(c)
    A motion was made by MR. LEFEVRE, seconded by MR. KIM to go into closed session at 7:17pm to discuss possible sale of Village property. Motion carried on a unanimous roll call vote.
    The Board returned to regular session at 7:55pm.
27. TABLED/DEFERRED ITEMS – none
28. UPCOMING MEETINGS
    The next Board meeting will be May 21, 2025, at 6:00 p.m., followed by the Committee of the Whole Meeting.
29. ADJOURNMENT
    A motion was made by MR. LEFEVRE, seconded by MR. KIM, to adjourn at 7:55 p.m. The motion carried on a voice vote.

_____
Sally Jo Huggins, Village Clerk

The Board of Trustees of the Village of Winnebago was called to be held at 6:00pm on May 21, 2025.

In attendance: Village Administrator Joseph Dienberg and Village Clerk Sally Huggins

As there was not a quorum available, the meeting was closed.

_____

Sally Jo Huggins, Village Clerk

DRAFT

Warrant List

June 04, 2025
Board Meeting

Warrant List

Section 1: Invoices Presented for Approval - $112,078.44

Section 2: Invoices over $5,000 - $82,344.44

** Invoices are available for inspection and review**

SECTION 1:

WARRANT LIST

June 4, 2025

Invoices Presented

For Board Approval

Total Invoices: $ 112,078.44

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT / DISC DT	GROSS / BALANCE	PAYMENT / DISCOUNT	OUTSTANDING
01-016055 AIRGAS USA, LLC D/B/A ENCOM									
I	5515872975	CYLINDER RENTAL	AP		R	5/30/2025	32.38 32.38	32.38CR	
				REG. CHECK			32.38 32.38	32.38CR 0.00	0.00
01-000688 BOVES' AUTO & TRUCK SERVICE									
I	90559	2022 EXPLORER REPLACE BATTE	AP		R	5/14/2025	318.35 318.35	318.35CR	
				REG. CHECK			318.35 318.35	318.35CR 0.00	0.00
01-000367 CITY OF ROCKFORD									
I	75004086	WATER ANALYSIS	AP		R	5/05/2025	120.00 120.00	120.00CR	
				REG. CHECK			120.00 120.00	120.00CR 0.00	0.00
01-000100 CONSERV FS									
I	108026748	AKROGOLD UNL GAS	AP		R	6/18/2025	649.59 649.59	649.59CR	
				REG. CHECK			649.59 649.59	649.59CR 0.00	0.00
01-000460 CORE & MAIN LP									
I	W756477	SWIVEL ADPT, BRANCH COMP CT	AP		R	6/01/2025	323.95 323.95	323.95CR	
I	W895421	CHURCH/GOODLING SUPPLIES	AP		R	6/01/2025	3,552.97 3,552.97	3,552.97CR	
I	W931369	FOSTER ADPT EPXY	AP		R	6/06/2025	372.60 372.60	372.60CR	
I	W938489	TAPT PLUG C153	AP		R	6/07/2025	185.43 185.43	185.43CR	
				REG. CHECK			4,434.95 4,434.95	4,434.95CR 0.00	0.00

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT / DISC DT	GROSS / BALANCE	PAYMENT / DISCOUNT	OUTSTANDING
01-000014 CORRPRO COMPANIES									
I	787597	INSPECTION SERVICES	AP		R	4/30/2025	1,560.00 1,560.00	1,560.00CR	
				REG. CHECK			1,560.00 1,560.00	1,560.00CR 0.00	0.00
01-000083 FOUR RIVERS SANITATION AUTH									
I	169 PYMT:8/40	FULLER CREEK PYMT: 8/40	AP		R	5/19/2025	30,495.44 30,495.44	30,495.44CR	
				REG. CHECK			30,495.44 30,495.44	30,495.44CR 0.00	0.00
01-000546 FURST STAFFING									
I	2000079889	LORFELD-GRAY: WEEK END 5/18	AP		R	5/22/2025	705.08 705.08	705.08CR	
				REG. CHECK			705.08 705.08	705.08CR 0.00	0.00
01-000044 GAZIANO,ATTORNEY MARY									
I	202505282645	INV 22887-22900 (JULY 2023)	AP		R	6/21/2025	4,215.34 4,215.34	4,215.34CR	
				REG. CHECK			4,215.34 4,215.34	4,215.34CR 0.00	0.00
01-010634 HACH COMPANY									
I	14484575	FLUORIDE ACCUVAC, DEIONIZE	AP		R	6/04/2025	1,229.58 1,229.58	1,229.58CR	
				REG. CHECK			1,229.58 1,229.58	1,229.58CR 0.00	0.00

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT / DISC DT	GROSS / BALANCE	PAYMENT / DISCOUNT	OUTSTANDING
01-000187 HARMS LANDSCAPE									
	I 11018	PLAYGROUND GRADE WOOD MULCH	AP		R	5/01/2025	2,880.00 2,880.00	2,880.00CR	
				REG. CHECK			2,880.00 2,880.00	2,880.00CR 0.00	0.00
01-000525 J & R SUPPLY INC.									
	I 2505519-IN	WATER MAIN REPAIR	AP		R	6/20/2025	3,220.00 3,220.00	3,220.00CR	
				REG. CHECK			3,220.00 3,220.00	3,220.00CR 0.00	0.00
01-000707 LAW OFFICES ANCEL GLINK, P.									
	I 111245	SPEC COUNSEL SERV- HIGHLAND	AP		R	5/14/2025	812.50 812.50	812.50CR	
				REG. CHECK			812.50 812.50	812.50CR 0.00	0.00
01-000358 LINCOLN RENTAL & SALES									
	I 528601	CONCRETE SAW BLADE	AP		R	6/12/2025	199.95 199.95	199.95CR	
	I 528602	AIR FILTERS	AP		R	6/12/2025	45.94 45.94	45.94CR	
				REG. CHECK			245.89 245.89	245.89CR 0.00	0.00
01-000731 MENARDS - CHERRY VALLEY									
	I 83080	TIRE SEAL, TIRE PLUGS	AP		R	6/19/2025	41.57 41.57	41.57CR	
				REG. CHECK			41.57 41.57	41.57CR 0.00	0.00

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT / DISC DT	GROSS / BALANCE	PAYMENT / DISCOUNT	OUTSTANDING
01-000047 MICHAEL TODD INDUSTRIAL SUP									
	I 219063	13' WOOD TOP WIRE CUTTER BR	AP		R	6/12/2025	143.77 143.77	143.77CR	
				REG. CHECK			143.77 143.77	143.77CR 0.00	0.00
01-000227 MORROW BROTHERS FORD, INC.									
	I 12577	2025 EXPLORER RES2025-13R	AP		R	5/20/2025	45,545.00 45,545.00	45,545.00CR	
				REG. CHECK			45,545.00 45,545.00	45,545.00CR 0.00	0.00
01-015560 NORTHERN ILLINOIS MAYORS' A									
	I 202505282644	2025-2026 NIMA MEMBERSHIP	AP		R	6/13/2025	125.00 125.00	125.00CR	
				REG. CHECK			125.00 125.00	125.00CR 0.00	0.00
01-000365 OLSON TREE SERVICE									
	I 440	MULTI TREE REMOVAL/STUMP GR	AP		R	5/20/2025	4,800.00 4,800.00	4,800.00CR	
				REG. CHECK			4,800.00 4,800.00	4,800.00CR 0.00	0.00
01-000298 PACE ANALYTICAL SERVICES, L									
	I 257213320	FLUORIDE BY PROBE	AP		R	6/15/2025	125.00 125.00	125.00CR	
				REG. CHECK			125.00 125.00	125.00CR 0.00	0.00

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT / DISC DT	GROSS / BALANCE	PAYMENT / DISCOUNT	OUTSTANDING
01-000527 PITNEY CONSTRUCTION									
I	202505282642	208 SOPER/ 308 BENTON SIDEW	AP		R	5/27/2025	3,864.00 3,864.00	3,864.00CR	
I	202505282643	WELL HOUSE FLOORS	AP		R	5/27/2025	2,440.00 2,440.00	2,440.00CR	
				REG. CHECK			6,304.00 6,304.00	6,304.00CR 0.00	0.00
01-000422 ROCKFORD INFORMATION TECHNO									
I	41163	ADD USERS TO VOWADMIN CALEN	AP		R	3/17/2025	25.00 25.00	25.00CR	
I	41414	MAY ACRONIS CLOUD BACKUP	AP		R	5/01/2025	60.00 60.00	60.00CR	
I	41437	MAY DATTO CLOUD BACKUP	AP		R	5/01/2025	140.00 140.00	140.00CR	
I	41438	MAY REMOTE MONITORING	AP		R	5/01/2025	127.00 127.00	127.00CR	
				REG. CHECK			352.00 352.00	352.00CR 0.00	0.00
01-000142 ROCKFORD LITHO CENTER									
I	19033	#9 WINDOW ENVELOPES	AP		R	5/09/2025	498.00 498.00	498.00CR	
I	19034	DELINQUENT NOTICES-UB	AP		R	5/09/2025	156.00 156.00	156.00CR	
				REG. CHECK			654.00 654.00	654.00CR 0.00	0.00
01-000411 UNIFORM DEN EAST INC									
I	96210	HAFF: MYLAR LAPD BLUE	AP		R	6/21/2025	63.00 63.00	63.00CR	
I	96476	MCNEELY: SHIRTS	AP		R	6/11/2025	65.95 65.95	65.95CR	

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT / DISC DT	GROSS / BALANCE	PAYMENT / DISCOUNT	OUTSTANDING
01-000411 UNIFORM DEN EAST INC (CONT)									
	I 96503	HAFF/MUND: SHIRTS	AP		R	6/11/2025	131.90 131.90	131.90CR	
	I 96623	MULTI: CLIP ON TIE X3	AP		R	6/11/2025	44.35 44.35	44.35CR	
				REG. CHECK			305.20 305.20	305.20CR 0.00	0.00
01-000706 VEGA AMERICAS, INC.									
	I 620324	VEGAPULS C21, VEGAMET 841	AP		R	5/21/2025	2,020.37 2,020.37	2,020.37CR	
				REG. CHECK			2,020.37 2,020.37	2,020.37CR 0.00	0.00
01-001004 VILLAGE OF WINNEBAGO									
	I 03-4203-01 MAY 25	600 W SOPER ST	AP		R	6/26/2025	6.74 6.74	6.74CR	
	I 03-4204-01 MAY 25	600 W SOPER ST	AP		R	6/26/2025	21.90 21.90	21.90CR	
	I 03-5350-00 MAY 25	104 W MAIN ST- POLICE GARAG	AP		R	6/26/2025	9.82 9.82	9.82CR	
	I 03-5380-00 MAY 25	108 W MAIN ST	AP		R	6/26/2025	10.52 10.52	10.52CR	
	I 07-1467-00 MAY 25	400 E MCNAIR RD WELL #3	AP		R	6/26/2025	18.54 18.54	18.54CR	
				REG. CHECK			67.52 67.52	67.52CR 0.00	0.00
01-000623 WANLESS BROTHERS MOVING & S									
	I 8417	MAY STORAGE	AP		R	5/06/2025	100.00 100.00	100.00CR	
				REG. CHECK			100.00 100.00	100.00CR 0.00	0.00

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT / DISC DT	GROSS / BALANCE	PAYMENT / DISCOUNT	OUTSTANDING
01-000681 WHITE CAP, L.P.									
	I 50031421469	TACTILE WARNING SURFACE ADA AP			R	5/15/2025	575.91 575.91	575.91CR	
				REG. CHECK			575.91 575.91	575.91CR 0.00	0.00

REPORT TOTALS

FUND DISTRIBUTION

FUND NO#	FUND NAME	AMOUNT
01	GENERAL FUND	58,517.56CR
17	COMMUNITY DEV FUND	6,119.01CR
51	OPERATION & MAINTENANCE	47,441.87CR
	** TOTALS **	112,078.44CR

---- TYPE OF CHECK TOTALS ----

	NUMBER	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
HAND CHECKS		0.00	0.00	0.00
		0.00	0.00	
DRAFTS		0.00	0.00	0.00
		0.00	0.00	
REG-CHECKS		112,078.44	112,078.44CR	0.00
		112,078.44	0.00	
EFT		0.00	0.00	0.00
		0.00	0.00	
NON-CHECKS		0.00	0.00	0.00
		0.00	0.00	
ALL CHECKS		112,078.44	112,078.44CR	0.00
		112,078.44	0.00	

TOTAL CHECKS TO PRINT: 28

ERRORS: 0 WARNINGS: 0

SECTION 2:

WARRANT LIST

June 04, 2025

Invoices Over $5,000

$ 82,344.44

These invoices are included in the

Section 1 Warrant List

VENDOR SET: 01 Village of Winnebago, IL
BANK: AP AP BANK
DATE RANGE: 6/04/2025 THRU 6/04/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000083	FOUR RIVERS SANITATION AUTHORI							
I-169 PYMT:8/40	FULLER CREEK PYMT: 8/40	R	6/04/2025	30,495.44		026522		30,495.44
000227	MORROW BROTHERS FORD, INC.							
I-12577	2025 EXPLORER RES2025-13R	R	6/04/2025	45,545.00		026532		45,545.00
000527	PITNEY CONSTRUCTION							
I-202505282642	208 SOPER/ 308 BENTON SIDEWALK	R	6/04/2025	3,864.00		026536		
I-202505282643	WELL HOUSE FLOORS	R	6/04/2025	2,440.00		026536		6,304.00

* * T O T A L S * *	NO			INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	3			82,344.44	0.00	82,344.44
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:	3	82,344.44	0.00	82,344.44
BANK: AP TOTALS:	3	82,344.44	0.00	82,344.44
REPORT TOTALS:	3	82,344.44	0.00	82,344.44

Warrant List

May 21, 2025
Board Meeting

Warrant List

Section 1: Invoices Presented for Approval - $67,025.60

Section 2: Invoices over $5,000 - $40,759.94

** Invoices are available for inspection and review**

SECTION 1:

WARRANT LIST

May 21, 2025

Invoices Presented

For Board Approval

Total Invoices: $67,025.60

VENDOR SET: 01 Village of Winnebago, IL
BANK: * ALL BANKS
DATE RANGE: 5/21/2025 THRU 5/21/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000010	MERIDIAN IMPLEMENT COMPANY							
C-CHECK	MERIDIAN IMPLEMENT COMPAVOIDED	V	5/21/2025			026498		35.88CR
000360	MIDWEST METER, INC.							
C-CHECK	MIDWEST METER, INC. VOIDED	V	5/21/2025			026499		788.50CR

* * 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:	2	VOID DEBITS	0.00			
		VOID CREDITS	824.38CR	824.38CR		0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: * TOTALS:	2	824.38CR	0.00	0.00
BANK: * TOTALS:	2	824.38CR	0.00	0.00

VENDOR SET: 01 Village of Winnebago, IL
BANK: AP AP BANK
DATE RANGE: 5/21/2025 THRU 5/21/2025

VENDOR	I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000108		BADGER METER INC							
	I-80194399	ORION CELLULAR APRIL 2025	R	5/21/2025	1,179.90		026485		1,179.90
000631		BONES TIRE SERVICE							
	I-8015	PATCH ON DUAL WHEEL 2016 F350	R	5/21/2025	27.00		026486		27.00
000609		CHERRY VALLEY LANDSCAPE CENTER							
	I-144107	BELT, CUTTER DECK AND BLADE	R	5/21/2025	154.07		026487		154.07
000100		CONSERV FS							
	I-108026611	AKROGOLD UNL GAS	R	5/21/2025	914.78		026488		
	I-108026612	DIESELEX GOLD ULTRA LS DYED	R	5/21/2025	127.00		026488		
	I-108026613	DIESELEX GOLD ULTRA LS CLEAR	R	5/21/2025	409.72		026488		
	I-45060759	GREENSKEEPER SUNNY GLAMOUR MIX	R	5/21/2025	337.50		026488		1,789.00
000038		DIAMOND PROPERTY MAINTENANCE,							
	I-25127	CLEANING SERVICES APR 25	R	5/21/2025	160.00		026489		160.00
000024		FEHR-GRAHAM & ASSOCIATES							
	I-130916 PRJ:23-1378	CLAYTON CT WATER MAIN LOOP	R	5/21/2025	1,195.00		026490		
	I-130917 PRJ:24-1570	WESTFIELD CULVER REPLACEMENT	R	5/21/2025	2,128.00		026490		
	I-130918 PRJ:25-125	2025 GENERAL ENGINEERING	R	5/21/2025	1,371.50		026490		4,694.50
000546		FURST STAFFING							
	I-2000079744	LORFELD-GRAY: WEEK END 4/27/25	R	5/21/2025	678.22		026491		
	I-2000079793	LORFELD-GRAY: WEEK END 5/4/25	R	5/21/2025	617.78		026491		1,296.00
000536		GILL'S FREEPORT DISPOSAL							
	I-23806725T087	GILL'S MAY STATEMENT	R	5/21/2025	19,285.06		026492		19,285.06
000147		HAWKINS, INC.							
	I-7059069	AZONE 15, HYDROFLUOSILICIC	R	5/21/2025	599.60		026493		599.60
000009		ILLINOIS MUNICIPAL LEAGUE							
	I-202505092633	IML ANNUAL SUBSCRIPTION	R	5/21/2025	30.00		026494		30.00
000525		J & R SUPPLY INC.							
	I-2504993-IN	ALPHA-45-6"	R	5/21/2025	600.00		026495		600.00
000639		LRS, LLC							
	I-PS653902	MEMORIAL PARK RENTAL 5/2-5/29	R	5/21/2025	165.00		026496		165.00
000731		MENARDS - CHERRY VALLEY							
	I-81371	BAGS, BTHRM SUPPLIES, MAGNETS	R	5/21/2025	220.99		026497		220.99

VENDOR SET: 01 Village of Winnebago, IL
BANK: AP AP BANK
DATE RANGE: 5/21/2025 THRU 5/21/2025

VENDOR	I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000010		MERIDIAN IMPLEMENT COMPANY							
	I-01-214054	HP ULTRA SYN, ENGINE OIL	V	5/21/2025	35.88		026498		35.88
000010		MERIDIAN IMPLEMENT COMPANY							
	M-CHECK	MERIDIAN IMPLEMENT COMPAVOIDED	V	5/21/2025			026498		35.88CR
000360		MIDWEST METER, INC.							
	I-0177468-IN	E-SERIES BRZ GAL HRE T	V	5/21/2025	788.50		026499		788.50
000360		MIDWEST METER, INC.							
	M-CHECK	MIDWEST METER, INC. VOIDED	V	5/21/2025			026499		788.50CR
000245		PEABUDY'S NORTH, INC.							
	I-24235P	FERRIS MOWER, FUEL PUMP INJECT	R	5/21/2025	331.69		026500		331.69
000527		PITNEY CONSTRUCTION							
	I-202505092632	200 BLOCK OF SEWARD-SIDEWALKS	R	5/21/2025	8,800.00		026501		8,800.00
000231		POLICE LAW INSTITUTE							
	I-15437	SUBSCRIPTION 3 YR RENEWAL	R	5/21/2025	665.00		026502		665.00
000051		POSTMASTER							
	I-202505092635	POSTAGE FOR WATER BILLS	R	5/21/2025	750.00		026503		750.00
016045		RAY O'HERRON CO.,INC.							
	I-2410387	WHITE: VORTEX IIA G2 CARRIER	R	5/21/2025	925.00		026504		925.00
000291		ROCK VALLEY CULLIGAN							
	I-0686512	COOLER RENTAL 5/1-5/31	R	5/21/2025	44.45		026505		44.45
016017		RUSH POWER SYSTEMS LLC							
	I-13541	PREVAILING WAGE, BATTERY ISSUE	R	5/21/2025	1,719.35		026506		1,719.35
000418		SECURITY ALARM							
	I-150870	MONITORING W/ LEASED RF	R	5/21/2025	129.00		026507		129.00
000825		SULLIVAN'S FOODS							
	I-202505122636	SULLIVAN'S APR 25 STATEMENT	R	5/21/2025	69.59		026508		69.59
000411		UNIFORM DEN EAST INC							
	I-96477	MCNEELY: CLIP ON TIE, TIE BAR	R	5/21/2025	25.00		026509		
	I-96505	NICHOLS: PANTS X2	R	5/21/2025	187.00		026509		212.00

VENDOR SET: 01 Village of Winnebago, IL
BANK: AP AP BANK
DATE RANGE: 5/21/2025 THRU 5/21/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000454	USPS POSTMASTER							
I-202505092634	STAMP ROLLS X30	R	5/21/2025	2,190.00		026510		2,190.00
000616	XEROX FINANCIAL SERVICES							
I-40466583	XEROX: JUNE CONTRACT PAYMENT	R	5/21/2025	333.52		026511		333.52
000010	MERIDIAN IMPLEMENT COMPANY							
I-01-214054	HP ULTRA SYN, ENGINE OIL	R	5/21/2025	Reissue		026512		
I-202505142638	MOWER-BAD BOY ROGUE BRG61385KA	R	5/21/2025	12,639.00		026512		12,674.88
000360	MIDWEST METER, INC.							
I-0177468-IN	E-SERIES BRZ GAL HRE T	R	5/21/2025	Reissue		026513		788.50

* * T O T A L S * *	NO		INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	27		59,834.10	0.00	59,834.10
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:	2	VOID DEBITS 824.38			
		VOID CREDITS 824.38CR	0.00	0.00	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: AP TOTALS:	29	59,834.10	0.00	59,834.10
BANK: AP TOTALS:	29	59,834.10	0.00	59,834.10
REPORT TOTALS:	29	59,834.10	0.00	59,834.10

VENDOR SET: 01 Village of Winnebago, IL
BANK: AP AP BANK
DATE RANGE: 5/14/2025 THRU 5/14/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000704	PARK HILLS CHURCH- WINNEBAGO C							
I-2025-02ER	ESCROW REF-PARK HILLS CHURCH	R	5/14/2025	2,670.75		026514		2,670.75
000701	SJOSTROM & SONS, INC.							
I-2025-01ER	ESCROW REF- OLSON CREMATORY	R	5/14/2025	4,520.75		026515		4,520.75

* * T O T A L S * *	NO		INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	2		7,191.50	0.00	7,191.50
HAND CHECKS:	0		0.00	0.00	0.00
DRAFTS:	0		0.00	0.00	0.00
EFT:	0		0.00	0.00	0.00
NON CHECKS:	0		0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS	0.00		
		VOID CREDITS	0.00	0.00	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: AP TOTALS:	2	7,191.50	0.00	7,191.50
BANK: AP TOTALS:	2	7,191.50	0.00	7,191.50
REPORT TOTALS:	2	7,191.50	0.00	7,191.50

SECTION 2:

WARRANT LIST

May 21, 2025

Invoices Over $5,000

$ 40,759.94

These invoices are included in the

Section 1 Warrant List

VENDOR SET: 01 Village of Winnebago, IL
BANK: AP AP BANK
DATE RANGE: 5/21/2025 THRU 5/21/2025

VENDOR	I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000536		GILL'S FREEPORT DISPOSAL							
	I-23806725T087	GILL'S MAY STATEMENT	R	5/21/2025	19,285.06		026492		19,285.06
000527		PITNEY CONSTRUCTION							
	I-202505092632	200 BLOCK OF SEWARD-SIDEWALKS	R	5/21/2025	8,800.00		026501		8,800.00
000010		MERIDIAN IMPLEMENT COMPANY							
	I-01-214054	HP ULTRA SYN, ENGINE OIL	R	5/21/2025	35.88		026512		
	I-202505142638	MOWER-BAD BOY ROGUE BRG61385KA	R	5/21/2025	12,639.00		026512		12,674.88

* * T O T A L S * *	NO			INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	3			40,759.94	0.00	40,759.94
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:	3	40,759.94	0.00	40,759.94
BANK: AP TOTALS:	3	40,759.94	0.00	40,759.94
REPORT TOTALS:	3	40,759.94	0.00	40,759.94

APRIL 16, 2025, PRESIDENT'S REPORT

Spent the month of April 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 April.

April 2, 2025 – Attended and led Village Board meeting. There was no C.O.W. meeting

April 15, 2025 – Attended and participated in Winnebago County PSAP (Public Safety Answering Point) 911 board meeting.

April 15, 2025 – Attended press conference for the purpose of restoring powers to Winnebago County Board Chairman.

April 16, 2025 – Attended and led Village Board meeting. There was no C.O.W. meeting

April 24, 2025 – Met with Shannon Dewitt regarding his interest in annexing property into the village. Meeting included Village Administrator Joey Dienberg and Public Works Director Chad Insko

Treasurer's Report

May 21, 2025
Board Meeting

Cash Reports

Section 1: Cash Balances as of April 2025
Monthly Cash Flow Report April 2025
Credit Card March 2025 Recap
Bank Reconciliations April 2025

Budget Details

Section 2: Revenue & Expenditures Report – April 2025

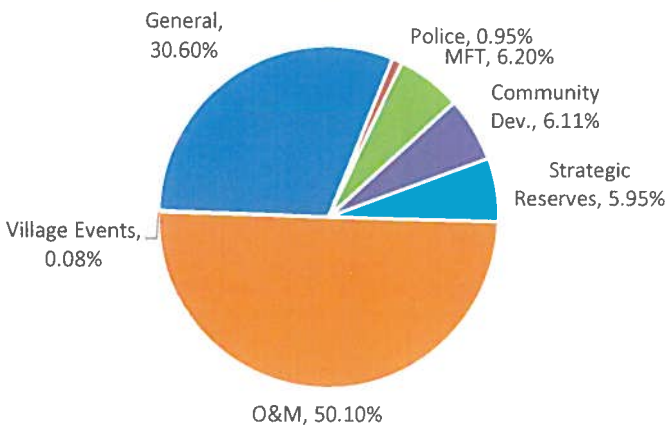
Construction in Progress & other Tracking

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

CASH REPORTS

Cash Balances as of April 30, 2025
Monthly Cash Flow Report as of April 30, 2025
Bank Reconciliations April 30, 2025
Credit Card Statement Recap March 2025

Cash Balances
April 2025



General Fund		**Ending Balance**
First National Bank	$	44,337.28
Illinois National Bank	$	920.38
Illinois Funds - General	$	1,745,103.12
General subtotal	$	1,790,360.78
Police		
Illinois Funds-Police	$	55,075.32
Illinois National Bank	$	766.99
General subtotal	$	55,842.31
Motor Fuel Tax Fund		
First National Bank	$	19,267.85
Illinois Funds	$	343,441.07
General subtotal	$	362,708.92
Community Development Fund		
First National Bank	$	357,653.81
Strategic Reserves		
Illinois Funds	$	346,955.39
First National	$	1,000.00
General subtotal	$	347,955.39
Operations and Maintenance		
First National Bank	$	214,521.93
First National Holding	$	250,000.00
Illinois National Bank	$	1,000.00
Illinois Funds	$	2,465,978.35
General subtotal	$	2,931,500.28
Village Events (4th of July)		
First National Bank	$	4,965.49
Cash subtotals	$	5,850,986.98
Grand Total	**$**	**5,850,986.98**

VILLAGE OF WINNEBAGO

CASH FLOW REPORT

April 2025

Fund #	Fund Name	Total Beginning Fund Balance	MTD Cash Revenue	MTD Cash Expenses	Total Apr 30	Monthly Net Change Due to Accrual Dates	Ending Balance	Board Approved/ Obligated	Available Funds
01	General	$1,881,164.68	146,689.85	(115,318.04)	1,912,536.49	(1,273.09)	1,911,263.40	(124,047.12)	1,787,216.28
15	MFT	$351,326.82	11,382.10	-	362,708.92	-	362,708.92	(17,097.74)	345,611.18
17	Community Development	$326,979.95	37,592.35	(8,461.55)	356,110.75	1,543.06	357,653.81	(16,500.00)	341,153.81
24	Strategic Reserves	$358,652.00	1,303.39	(10,500.00)	349,455.39	10,500.00	359,955.39		349,752.01
51	RRWRD Escrow	$250,000.00	-	-	250,000.00	-	250,000.00		250,000.00
51	Operations & Maint	$2,598,593.91	139,464.96	(92,860.96)	2,645,197.91	36,615.15	2,681,813.06	-	2,681,813.06
90	Village Events (4th of July)	$4,800.62	264.87	(100.00)	4,965.49	-	4,965.49		4,965.49
		$5,771,517.98	**336,697.52**	**(227,240.55)**	**5,880,974.95**	**47,385.12**	**5,928,360.07**	**(157,644.86)**	**5,760,511.83**

BANK RECONCILIATION

April 2025

	Fund 99	Fund 01	Fund 01	Fund 15	Fund 17	Fund 24	incl acct 1165 Fund 51	Fund 90	
	Disbursing	**General**	**Police**	**MFT**	**Comm Dev**	**Stategic Reserve**	**O & M**	**4th of July**	
Bank Balances:									
First National Bank	26,923.49	44,337.28		19,267.85	357,653.81	1,000.00	214,521.93	4,965.49	
Illinois Funds		1,745,103.12	55,075.32	343,441.07		346,955.39	2,465,978.35		
EPAY (INB)		920.38	766.99				1,000.00		
O & M Holding Account -							250,000.00		
Subtotals	26,923.49	1,790,360.78	55,842.31	362,708.92	357,653.81	347,955.39	2,931,500.28	4,965.49	
Bank Adjustments:									
Disbursing Interest - Apr Interest	(114.81)	114.81							Trans in May
Transfer in Transit IL Funds to FNB						12,000.00			
Transfer in Transit IL Funds to FNB		65,000.00							
IMRF Outstanding	**(6,548.13)**								
IMRF Outstanding	**(6,443.53)**								
IMRF Fractions Outstanding Apr	**(0.01)**								
IVR Payment - Deposit in Transit							178.72		
Mars Payments - Deposits in Transit									
Web Payments - Deposits in Transit							134.10		
Outstanding Checks - Prior Year	(50.00)								
Outstanding Checks - August - Bruning	(5.78)								
Outstanding Checks Nov Rockfrod IT	(1,681.98)								
Outstanding Checks Mar	(237.00)								
Outstanding Checks Apr	(11,842.25)								
	-	1,855,475.59	55,842.31	362,708.92	357,653.81	359,955.39	2,931,813.10	4,965.49	
General Ledger Beginning Balance	-	1,855,475.59	55,842.31	362,708.92	357,653.81	359,955.39	2,931,813.10	4,965.49	
G/L Adjustments:									
G/L Final Adjusted Balance	-	1,855,475.59	**55,842.31**	**362,708.92**	**357,653.81**	**359,955.39**	**2,931,813.10**	**4,965.49**	
Discrepencies	-	-	-	-	-	-	-	-	

CARDMEMBER SERVICES COMMUNITY CARD Monthly Activity

Acct: **7296
3/04/2025- 4/01/2025

Rewards Balance: $ -

Date	Invoice	Account	Description	Total Invoice	RECEIPT & Signature
Kellie Symonds					
3/31/2025	AMAZON	01-41-659	RETURN: NEVER RECEIVED HOLE PUNCH	$ (43.38)	X
3/6/2025	ADOBE	01-41-593	ACROBAT PRO	$ 101.96	X
3/12/2025	USPS	51-44-551	FIRST CLASS MAIL: STRAND	$ 1.77	X
3/12/2025	GOTOMEETING	01-41-593	MONTHLY CHARGE	$ 74.03	X
3/14/2025	AMAZON	01-41-659	CERTIFICATE AND COVER SHEET PAPER, DIENBERG INK	$ 163.88	
3/16/2025	MICROSOFT	01-41-593	AZURE INFO PROTECT	$ 20.00	X
3/16/2025	MICROSOFT	01-41-593	EXCHANGE ONLINE	$ 36.00	X
3/17/2025	MICROSOFT	01-41-593	MICROSOFT 365	$ 26.92	X
3/17/2025	MICROSOFT	01-41-593	OFFICE 365	$ 75.04	X
3/17/2025	MICROSOFT	01-41-593	ONLINE SERVICES	$ 6.00	X
3/17/2025	MICROSOFT	01-41-593	SUBSCRIPTION CHARGE	$ 339.85	X
3/19/2025	USPS	17-47-658	MAILING LIQUOR AND GAMING RENEWALS	$ 18.06	X
3/19/2025	SAMSCLUB.COM	01-41-659	COPY PAPER	$ 77.96	X
		51-44-659		$ 77.96	X
3/26/2025	AMAZON	01-41-659	STICKY NOTES, TAPE, LEGAL PADS, FILE FOLDERS	$ 84.31	X
3/26/2025	AMAZON	01-41-659	3 HOLE PUNCH	$ 43.38	X
3/31/2025	PEPPER CREEK FLORIST	01-41-658	BEREAVEMENT FLOWERS: GAZIANO	$ 84.98	X
			Total	$ 1,188.72	
Jeff White					
3/31/2025	BOVES AUTO & TRUCK	01-43-520	REPLACE BATTERY 2023 FORD	$ 264.66	X
			Total	$ 264.66	
Chad Insko					
3/25/2025	ROCKFORD RIGGING	51-44-651	SAFETY CHAINS FOR TRENCH BOX	$ 471.21	X
3/26/2025	AWWA	51-44-561	AMERICAN WATER WORKS ASSOC. MEMBERSHIP RENEW	$ 87.00	X
			Total	$ 558.21	
Joseph Dienberg					
3/13/2025	CANVA	01-41-593	CANVA SUBSCRIPTION	$ 300.00	X
3/26/2025	OPENAI CHATGPT SUBSCRIPT	01-41-593	MONTHLY SUBSCRIPTION	$ 20.00	X
3/27/2025	USPS	01-41-551	FIRST CLASS MAIL	$ 104.31	X
			Total	$ 424.31	

Combined Total $ 2,435.90

BUDGET DETAILS

Revenue & Expenditures Report
as of April 30, 2025

VILLAGE OF WINNEBAGO
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2025

01 -GENERAL FUND
FINANCIAL SUMMARY

33.33% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY					
ALL REVENUE	2,125,008.00	146,689.85	552,395.84	26.00	1,572,612.16
TOTAL REVENUES	2,125,008.00	146,689.85	552,395.84	26.00	1,572,612.16
EXPENDITURE SUMMARY					
GENERAL ADMINISTRATIVE	459,935.36	21,778.97	97,398.75	21.18	362,536.61
STREET DEPARTMENT	890,685.83	26,957.99	116,398.52	13.07	774,287.31
POLICE	1,059,386.81	67,928.34	273,134.12	25.78	786,252.69
TOTAL EXPENDITURES	2,410,008.00	116,665.30	486,931.39	20.20	1,923,076.61
REVENUES OVER/(UNDER) EXPENDITURES	(285,000.00)	30,024.55	65,464.45		(350,464.45)

01 -GENERAL FUND

33.33% OF FISCAL YEAR

REVENUES		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
01-300	CORPORATE TAX W/C	232,986.00	0.00	459.62	0.20	232,526.38
01-303	AUDIT TAX W/C	300.00	0.00	0.63	0.21	299.37
01-304	POLICE TAX W/C	298,654.00	0.00	548.30	0.18	298,105.70
01-305	IMRF W/C TAX	300.00	0.00	0.63	0.21	299.37
01-306	REVENUE RECAPTURE	1,587.00	0.00	2.39	0.15	1,584.61
01-308	TORT JUDGEMENT-LIAB INS W/C	300.00	0.00	0.63	0.21	299.37
01-309	ROAD BRIDGE TRANSFER IN W/C	13,500.00	0.00	0.00	0.00	13,500.00
01-315	COM ED UTILITY TAX	105,575.00	8,878.50	30,061.61	28.47	75,513.39
01-328	HEAVY LOAD PERMITS	470.00	170.00	170.00	36.17	300.00
01-341	INCOME TAX/LGDF	499,000.00	51,567.28	177,343.66	35.54	321,656.34
01-342	PPRT - REPLACEMENT TAX	32,000.00	1,837.02	8,471.18	26.47	23,528.82
01-343	IGA WHS RESOURCE OFFICER	97,000.00	24,442.33	48,884.66	50.40	48,115.34
01-344	POLICE GRANTS	15,686.00	0.00	491.00	3.13	15,195.00
01-345	SALES & RELATED TAX /MT	570,000.00	46,397.96	209,797.17	36.81	360,202.83
01-346	CANNABIS	4,800.00	366.53	1,565.25	32.61	3,234.75
01-347	POLICE TRAINING/CONF REIMBURS	0.00	0.00	0.00	0.00	0.00
01-348	POLICE SALARY REIMBRSMNT ILEAS	0.00	0.00	0.00	0.00	0.00
01-349	LOCAL USE TAX	110,000.00	1,457.90	28,293.39	25.72	81,706.61
01-350	POLICE ADMIN. TOWING FINES	6,500.00	500.00	1,000.00	15.38	5,500.00
01-351	POLICE FINES	9,300.00	1,438.91	3,866.50	41.58	5,433.50
01-353	DUI FINES/SPEC VEHICLE	2,200.00	8.00	42.00	1.91	2,158.00
01-370	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
01-371	GRANTS	0.00	0.00	0.00	0.00	0.00
01-375	ROCK 39 ADMIN	6,800.00	0.00	2,292.26	33.71	4,507.74
01-381	INTEREST	86,000.00	7,119.57	29,096.09	33.83	56,903.91
01-382	VERIZON WATER TOWER RENT	4,950.00	412.50	1,650.00	33.33	3,300.00
01-385	VEHICLE/EQUIPMENT SALES	0.00	0.00	0.00	0.00	0.00
01-388	MISC INCOME	100.00	0.00	24.68	24.68	75.32
01-389	EXCISE TAX	27,000.00	2,093.35	8,334.19	30.87	18,665.81
01-399	TRANSFER IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		2,125,008.00	146,689.85	552,395.84	26.00	1,572,612.16

VILLAGE OF WINNEBAGO
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2025

01 -GENERAL FUND

33.33% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
GENERAL ADMINISTRATIVE					
01-41-421 OFFICE SALARIES	36,500.00	3,406.04	11,739.18	32.16	24,760.82
01-41-426 DEPUTY CLERK	41,000.00	3,004.80	12,865.08	31.38	28,134.92
01-41-427 TREASURER	54,600.00	4,200.00	16,700.00	30.59	37,900.00
01-41-429 VILLAGE ADMINISTRATOR	31,563.00	2,365.84	11,101.52	35.17	20,461.48
01-41-431 ELECTED OFFICIALS	33,600.00	2,233.33	8,933.32	26.59	24,666.68
01-41-451 HEALTH INSURANCE	9,391.85	776.07	3,110.82	33.12	6,281.03
01-41-452 HEALTH INS. DEDUCTIBLE REIMBUR	2,000.00	0.00	0.00	0.00	2,000.00
01-41-453 IDES/UNEMPLOYMENT INSURANCE	400.00	0.00	243.14	60.79	156.86
01-41-461 ADM SOCIAL SECURITY	12,500.00	943.02	3,803.04	30.42	8,696.96
01-41-463 ADM MEDICARE	3,000.00	220.56	889.51	29.65	2,110.49
01-41-465 IMRF BENEFITS	14,000.00	1,086.16	4,386.37	31.33	9,613.63
01-41-512 OFFICE & COMPUTER EQUIPMENT	8,000.00	0.00	0.00	0.00	8,000.00
01-41-521 GEOGRAPHIC INFO SYSTEM	900.00	198.15	396.30	44.03	503.70
01-41-529 IT SERVICES	14,100.00	327.00	1,248.00	8.85	12,852.00
01-41-530 PROFESSIONAL SERVICES	14,000.00	0.00	0.00	0.00	14,000.00
01-41-531 AUDIT	28,700.00	0.00	0.00	0.00	28,700.00
01-41-532 ENGINEERING	6,200.00	294.75	1,094.25	17.65	5,105.75
01-41-533 LEGAL	27,500.00	0.00	0.00	0.00	27,500.00
01-41-551 POSTAGE	875.00	177.31	205.62	23.50	669.38
01-41-552 TELEPHONE & INTERNET	4,100.00	161.60	1,249.33	30.47	2,850.67
01-41-554 PUBLISHING/ADVERTISMENTS	1,100.00	0.00	109.25	9.93	990.75
01-41-560 EMPLOYEE WELFARE	750.00	0.00	0.00	0.00	750.00
01-41-561 PROFESSIONAL ASSOC/MEMBERSHIP	2,285.00	30.00	162.95	7.13	2,122.05
01-41-562 TRAVEL EXPENSES	1,000.00	0.00	131.62	13.16	868.38
01-41-563 TRAINING/TUITION	2,610.00	0.00	0.00	0.00	2,610.00
01-41-564 CONFERENCES	9,460.00	0.00	327.50	3.46	9,132.50
01-41-565 VILLAGE WEBSITE	8,400.00	0.00	8,365.78	99.59	34.22
01-41-566 CODIFICATION OF ORDINANCES	25,000.00	0.00	0.00	0.00	25,000.00
01-41-593 EQUIP/SOFTWARE MAINT/LEASE	29,000.00	1,285.84	7,470.56	25.76	21,529.44
01-41-594 RISK MANAGMENT DUES/FEES	9,900.00	0.00	0.00	0.00	9,900.00
01-41-595 IML RISK MNG CLAIMS HAIL 2020	0.00	0.00	0.00	0.00	0.00
01-41-653 BUILDING WATER USAGE	400.00	40.09	133.51	33.38	266.49
01-41-658 MISC. EXPENSES	300.00	84.98	99.66	33.22	200.34
01-41-659 OFFICE EXPENSE	8,000.00	627.48	1,059.16	13.24	6,940.84
01-41-660 PRINTING	500.00	0.00	351.36	70.27	148.64
01-41-661 OFFICE MAINTENANCE	6,000.00	306.08	1,147.95	19.13	4,852.05
01-41-702 PROPERTY TAX REFUNDS	950.00	0.00	0.00	0.00	950.00
01-41-831 LARGE EQUIP. PURCHASE-FIXED AS	0.00	0.00	0.00	0.00	0.00
01-41-832 CONTINGENCY	11,050.51	0.00	0.00	0.00	11,050.51
01-41-833 EQUIPMENT SINKING FUND	0.00	0.00	0.00	0.00	0.00
01-41-950 BANK FEES/CHARGES	300.00	9.87	73.97	24.66	226.03
01-41-959 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
TOTAL GENERAL ADMINISTRATIVE	459,935.36	21,778.97	97,398.75	21.18	362,536.61
STREET DEPARTMENT					
01-42-422 PUBLIC WORKS ASSISTANT	0.00	0.00	0.00	0.00	0.00
01-42-423 PART-TIME WAGES	3,500.00	0.00	0.00	0.00	3,500.00

01 -GENERAL FUND

33.33% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
01-42-424 SUPERVISOR STREETS/FLEETS	69,498.91	5,346.08	21,257.03	30.59	48,241.88
01-42-428 PUBLIC WORKS WAGES	104,500.00	7,524.52	30,978.77	29.64	73,521.23
01-42-451 HEALTH INSURANCE	20,836.92	1,736.40	6,903.92	33.13	13,933.00
01-42-452 HEALTH INS. DEDUCTIBLE REIMBUR	3,000.00	0.00	0.00	0.00	3,000.00
01-42-453 IDES/UNEMPLOYMENT INSURANCE	375.00	0.00	233.50	62.27	141.50
01-42-461 ADM SOCIAL SECURITY	11,225.00	797.99	3,238.68	28.85	7,986.32
01-42-463 ADM MEDICARE	2,700.00	186.64	757.47	28.05	1,942.53
01-42-465 IMRF BENEFITS	14,750.00	1,077.29	4,372.19	29.64	10,377.81
01-42-470 UNIFORMS	1,500.00	0.00	290.00	19.33	1,210.00
01-42-511 MAINT. SERVICE-BUILDING	20,000.00	0.00	1,363.96	6.82	18,636.04
01-42-512 OFFICE & COMPUTER EQUIPMENT	2,250.00	0.00	0.00	0.00	2,250.00
01-42-513 MAINT. SERVICE-VEHICLES	15,000.00	103.99	1,707.98	11.39	13,292.02
01-42-514 MAINT. SERVICE-STREET	100,500.00	227.80	12,067.35	12.01	88,432.65
01-42-515 MAINT. SERVICE-SIDEWALKS	50,000.00	337.50	337.50	0.68	49,662.50
01-42-518 MAINT. SERVICE -EQUIPMENT	20,000.00	1,534.01	5,908.92	29.54	14,091.08
01-42-520 STREET PROJECT	240,000.00	0.00	0.00	0.00	240,000.00
01-42-521 GEOGRAPHIC INF SYS	1,000.00	198.15	396.30	39.63	603.70
01-42-529 IT SERVICES	500.00	0.00	0.00	0.00	500.00
01-42-530 PROFESSIONAL SERVICES	1,000.00	0.00	454.05	45.41	545.95
01-42-532 ENGINEERING	24,000.00	0.00	551.25	2.30	23,448.75
01-42-535 TREE REMOVAL/TRIMMING	8,000.00	0.00	0.00	0.00	8,000.00
01-42-552 TELEPHONE & INTERNET	4,500.00	79.83	1,190.01	26.44	3,309.99
01-42-576 COM ED / STREET LIGHTS	42,000.00	4,002.85	15,339.41	36.52	26,660.59
01-42-593 EQUIP/SOFTWARE MAINT/LEASE	0.00	0.00	0.00	0.00	0.00
01-42-594 RISK MANAGMENT DUES FEES	13,200.00	0.00	0.00	0.00	13,200.00
01-42-599 STORM WATER MAINTENANCE	9,500.00	0.00	0.00	0.00	9,500.00
01-42-651 OPERATING SUPPLIES/MISC. EXPEN	5,000.00	1,022.95	2,746.46	54.93	2,253.54
01-42-655 FUEL/GREASE/OIL	17,000.00	600.89	3,636.51	21.39	13,363.49
01-42-659 OFFICE EXPENSE	350.00	0.00	227.20	64.91	122.80
01-42-830 SMALL EQUIP. PURCHASE OR RENTA	5,000.00	2,181.10	2,440.06	48.80	2,559.94
01-42-831 LARGE EQUIP. PURCHASE-FIXED AS	80,000.00	0.00	0.00	0.00	80,000.00
01-42-832 EQUIPMENT SINKING FUND	0.00	0.00	0.00	0.00	0.00
01-42-833 STREET SINKING FUND	0.00	0.00	0.00	0.00	0.00
01-42-959 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
TOTAL STREET DEPARTMENT	890,685.83	26,957.99	116,398.52	13.07	774,287.31
POLICE					
01-43-421 OFFICE SALARIES	0.00	0.00	0.00	0.00	0.00
01-43-422 POLICE CHIEF	109,000.00	8,382.40	33,329.98	30.58	75,670.02
01-43-423 PART-TIME OFFICERS	12,600.00	318.00	1,417.75	11.25	11,182.25
01-43-424 FULL-TIME OFFICERS	353,948.05	27,053.80	110,495.17	31.22	243,452.88
01-43-425 POLICE OVERTIME	18,000.00	379.76	3,231.96	17.96	14,768.04
01-43-427 SCHOOL RESOURCE OFFICER	81,158.00	6,081.60	24,348.94	30.00	56,809.06
01-43-451 HEALTH INSURANCE	117,315.76	9,799.75	38,859.38	33.12	78,456.38
01-43-452 HEALTH INS. DEDUCTIBLE REIMBUR	3,000.00	0.00	0.00	0.00	3,000.00
01-43-453 IDES/UNEMPLOYMENT INSURANCE	850.00	0.00	738.84	86.92	111.16
01-43-461 ADM SOCIAL SECURITY	35,600.00	2,617.37	10,715.10	30.10	24,884.90
01-43-463 ADM MEDICARE	8,200.00	612.11	2,505.92	30.56	5,694.08
01-43-465 IMRF BENEFITS	47,000.00	3,506.81	14,346.66	30.52	32,653.34
01-43-470 QUARTERMASTER/UNIFORMS	6,500.00	360.84	1,214.39	18.68	5,285.61

01 -GENERAL FUND

33.33% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
01-43-471 VESTS	1,000.00	0.00	0.00	0.00	1,000.00
01-43-512 OFFICE & COMPUTER EQUIPMENT	11,600.00	0.00	0.00	0.00	11,600.00
01-43-513 IGA-RECORDS MANAGEMENT SFTWRE	5,434.00	0.00	0.00	0.00	5,434.00
01-43-514 A/V COMMUNICATIONS	22,800.00	0.00	5,904.00	25.89	16,896.00
01-43-516 POLICE GARAGE MAINTENANCE	2,000.00	0.00	345.14	17.26	1,654.86
01-43-520 SQUAD CAR MAINTENANCE (ALL)	10,000.00	420.91	3,245.82	32.46	6,754.18
01-43-521 GEOGRAPHIC INFO SYSTEM	400.00	99.08	198.16	49.54	201.84
01-43-523 SQD 120 MAINTENANCE	0.00	0.00	0.00	0.00	0.00
01-43-525 SQD 117 MAINTENANCE	0.00	0.00	0.00	0.00	0.00
01-43-529 IT SERVICES	750.00	0.00	75.00	10.00	675.00
01-43-530 PROFESSIONAL SERVICES	1,700.00	200.00	200.00	11.76	1,500.00
01-43-531 911 DISPATCH SERVICES	20,250.00	4,999.93	9,999.86	49.38	10,250.14
01-43-533 LEGAL	12,000.00	531.25	1,051.75	8.76	10,948.25
01-43-534 LEXIPOL	5,200.00	0.00	0.00	0.00	5,200.00
01-43-540 NEW HIRE PHYSICAL/PSYCH EXAMS	1,300.00	0.00	0.00	0.00	1,300.00
01-43-551 POSTAGE	250.00	0.00	9.68	3.87	240.32
01-43-552 TELEPHONE & INTERNET	3,625.00	161.60	1,170.04	32.28	2,454.96
01-43-553 CELL PHONES	4,200.00	0.00	1,032.11	24.57	3,167.89
01-43-561 PROFESSIONAL ASSOC/MEMBERSHIP	550.00	0.00	50.00	9.09	500.00
01-43-562 TRAVEL EXPENSES	350.00	0.00	0.00	0.00	350.00
01-43-563 TRAINING/TUITION	8,000.00	720.00	1,076.31	13.45	6,923.69
01-43-593 EQUIP/SOFTWARE MAINT/LEASE	7,100.00	140.38	1,056.39	14.88	6,043.61
01-43-594 RISK MANAGEMENT DUES/FEES	31,000.00	0.00	0.00	0.00	31,000.00
01-43-653 POLICE GARAGE WATER USAGE	400.00	11.55	11.55	2.89	388.45
01-43-655 FUEL/GREASE/OIL	18,000.00	1,521.31	5,519.91	30.67	12,480.09
01-43-658 MISC. EXPENSES	2,000.00	0.00	20.00	1.00	1,980.00
01-43-659 OFFICE EXPENSE	300.00	0.00	0.00	0.00	300.00
01-43-660 PRINTING	300.00	0.00	32.60	10.87	267.40
01-43-830 SMALL EQUIP. PURCH OR RENTAL	30,586.00	0.00	891.94	2.92	29,694.06
01-43-831 LARGE EQUIP. PURCH-FIXED ASSET	65,000.00	0.00	0.00	0.00	65,000.00
01-43-832 EQUIPMENT SINKING FUND	0.00	0.00	0.00	0.00	0.00
01-43-950 BANK FEES/CHARGES	120.00	9.89	39.77	33.14	80.23
01-43-953 GRANTS	0.00	0.00	0.00	0.00	0.00
01-43-959 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
TOTAL POLICE	1,059,386.81	67,928.34	273,134.12	25.78	786,252.69
TOTAL EXPENDITURES	2,410,008.00	116,665.30	486,931.39	20.20	1,923,076.61
REVENUES OVER/(UNDER) EXPENDITURES	(285,000.00)	30,024.55	65,464.45		(350,464.45)

15 -MFT FUND
FINANCIAL SUMMARY

33.33% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY					
ALL REVENUE	144,184.00	11,382.10	48,101.75	33.36	96,082.25
TOTAL REVENUES	144,184.00	11,382.10	48,101.75	33.36	96,082.25
EXPENDITURE SUMMARY					
MFT	450,000.00	2,128.00	6,349.50	1.41	443,650.50
TOTAL EXPENDITURES	450,000.00	2,128.00	6,349.50	1.41	443,650.50
REVENUES OVER/(UNDER) EXPENDITURES	(305,816.00)	9,254.10	41,752.25		(347,568.25)

15 -MFT FUND

33.33% OF FISCAL YEAR

REVENUES		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
15-343	MOTOR FUEL TAX	66,238.20	5,035.70	21,180.13	31.98	45,058.07
15-346	TRANSPORTATION RENEWAL FUND	61,945.80	5,044.10	21,871.72	35.31	40,074.08
15-350	REBUILD IL BOND FUND GRANT	0.00	0.00	0.00	0.00	0.00
15-381	INTEREST	16,000.00	1,302.30	5,049.90	31.56	10,950.10
15-399	TRANSFER IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		144,184.00	11,382.10	48,101.75	33.36	96,082.25

15 -MFT FUND

33.33% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
MFT					
15-46-501 MISC EXPENSE	0.00	0.00	0.00	0.00	0.00
15-46-502 ENGINEERING - MFT	66,605.78	2,128.00	6,349.50	9.53	60,256.28
15-46-576 COM ED **	0.00	0.00	0.00	0.00	0.00
15-46-850 MFT ROAD PROJECT	383,394.22	0.00	0.00	0.00	383,394.22
15-46-950 BANK FEES/CHARGES	0.00	0.00	0.00	0.00	0.00
TOTAL MFT	450,000.00	2,128.00	6,349.50	1.41	443,650.50
TOTAL EXPENDITURES	450,000.00	2,128.00	6,349.50	1.41	443,650.50
REVENUES OVER/(UNDER) EXPENDITURES	(305,816.00)	9,254.10	41,752.25		(347,568.25)

17 -COMMUNITY DEV FUND
FINANCIAL SUMMARY

33.33% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY					
ALL REVENUE	209,770.00	37,592.35	90,429.43	43.11	119,340.57
TOTAL REVENUES	209,770.00	37,592.35	90,429.43	43.11	119,340.57
EXPENDITURE SUMMARY					
COMMUNITY DEVELOPMENT	207,459.62	9,538.30	38,375.27	18.50	169,084.35
TOTAL EXPENDITURES	207,459.62	9,538.30	38,375.27	18.50	169,084.35
REVENUES OVER/(UNDER) EXPENDITURES	2,310.38	28,054.05	52,054.16		(49,743.78)

VILLAGE OF WINNEBAGO
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2025

17 -COMMUNITY DEV FUND

33.33% OF FISCAL YEAR

REVENUES		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
17-307	DEVELOPMENT ESCROW	40,000.00	0.00	5,000.00	12.50	35,000.00
17-329	PERMITS/INSPECTION FEES	20,000.00	975.00	13,187.92	65.94	6,812.08
17-330	CODE ENFORCEMENT FINES	0.00	0.00	0.00	0.00	0.00
17-371	GRANTS	0.00	0.00	0.00	0.00	0.00
17-381	INTEREST	13,000.00	1,043.59	3,922.05	30.17	9,077.95
17-382	VERIZON WATER TOWER RENT	9,900.00	825.00	3,300.00	33.33	6,600.00
17-385	LIGHTED DIAMOND FEES	0.00	0.00	0.00	0.00	0.00
17-386	UTV REGISTRATION FEES	0.00	0.00	0.00	0.00	0.00
17-387	FRANCHISE FEES	16,000.00	3,437.88	6,928.47	43.30	9,071.53
17-388	MISC INCOME	1,800.00	1,587.00	5,378.00	298.78	(3,578.00)
17-389	EXCISE TAX	4,800.00	418.67	1,666.83	34.73	3,133.17
17-390	LIQUOR LICENSE FEES	14,250.00	14,250.00	14,250.00	100.00	0.00
17-391	GAMING LICENSE FEE	20.00	8,500.00	8,530.00	2,650.00	(8,510.00)
17-392	VIDEO GAMING	90,000.00	6,555.21	28,266.16	31.41	61,733.84
17-399	TRANSFER IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		209,770.00	37,592.35	90,429.43	43.11	119,340.57

17 -COMMUNITY DEV FUND

33.33% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
COMMUNITY DEVELOPMENT					
17-47-421 OFFICE SALARIES	16,329.62	424.50	1,587.41	9.72	14,742.21
17-47-422 CODE ENFORCEMENT OFFICER	12,480.00	960.00	3,840.00	30.77	8,640.00
17-47-423 BUILDING INSPECTOR	13,000.00	1,000.00	4,000.00	30.77	9,000.00
17-47-424 ELECTRICAL INSPECTOR	4,500.00	375.00	1,500.00	33.33	3,000.00
17-47-429 VILLAGE ADMINISTRATOR	31,500.00	2,365.16	11,098.29	35.23	20,401.71
17-47-450 CODE ENFORCEMENT FINE COSTS	1,500.00	0.00	0.00	0.00	1,500.00
17-47-451 HEALTH INSURANCE	300.00	16.14	64.58	21.53	235.42
17-47-452 HEALTH INS. DEDUCTIBLE REIMBUR	2,000.00	0.00	0.00	0.00	2,000.00
17-47-453 IDES/UNEMPLOYMENT INSURANCE	200.00	0.00	47.94	23.97	152.06
17-47-461 ADM SOCIAL SECURITY	3,300.00	183.17	833.58	25.26	2,466.42
17-47-463 ADM MEDICARE	775.00	42.84	194.97	25.16	580.03
17-47-465 IMRF BENEFITS	3,300.00	215.90	999.80	30.30	2,300.20
17-47-512 OFFICE & COMPUTER EQUIPMENT	500.00	0.00	0.00	0.00	500.00
17-47-529 IT SERVICES	350.00	0.00	0.00	0.00	350.00
17-47-530 PROFESSIONAL SERVICES	3,000.00	175.75	1,047.81	34.93	1,952.19
17-47-532 ENGINEERING	5,000.00	1,076.75	6,963.25	139.27	(1,963.25)
17-47-533 LEGAL	13,000.00	0.00	0.00	0.00	13,000.00
17-47-561 PROFESSIONAL ASSOC/MEMBERSHIPS	4,000.00	625.00	1,446.00	36.15	2,554.00
17-47-576 COM ED **	900.00	0.00	84.79	9.42	815.21
17-47-593 EQUIP/SOFTWARE MAINT/LEASE	3,800.00	0.00	1,125.00	29.61	2,675.00
17-47-658 MISC. EXPENSES	2,200.00	18.06	30.45	1.38	2,169.55
17-47-659 OFFICE SUPPLIES	300.00	0.00	0.00	0.00	300.00
17-47-660 PRINTING	1,200.00	1,770.03	1,836.03	153.00	(636.03)
17-47-701 COMMUNITY DEVELOPMENT	13,000.00	0.00	0.00	0.00	13,000.00
17-47-800 MAINTENANCE SERVICE PARKS	3,425.00	0.00	0.00	0.00	3,425.00
17-47-832 PARK EQUIPMENT SINKING FUND	0.00	0.00	0.00	0.00	0.00
17-47-900 PRESIDENTIAL CONTINGENCY	1,200.00	0.00	0.00	0.00	1,200.00
17-47-911 COMMUNITY EXPENSES	5,000.00	117.85	134.85	2.70	4,865.15
17-47-912 COMMUNITY PROJECTS	4,000.00	0.00	363.92	9.10	3,636.08
17-47-950 BANK FEES/CHARGES	2,400.00	172.15	1,176.60	49.03	1,223.40
17-47-953 GRANTS	0.00	0.00	0.00	0.00	0.00
17-47-959 TRANSFER OUT	15,000.00	0.00	0.00	0.00	15,000.00
17-47-998 DEVELOPMENT ESCROW REFUND	40,000.00	0.00	0.00	0.00	40,000.00
TOTAL COMMUNITY DEVELOPMENT	207,459.62	9,538.30	38,375.27	18.50	169,084.35
TOTAL EXPENDITURES	207,459.62	9,538.30	38,375.27	18.50	169,084.35
REVENUES OVER/(UNDER) EXPENDITURES	2,310.38	28,054.05	52,054.16		(49,743.78)

24 -STRATEGIC RESERVE CAPITAL
FINANCIAL SUMMARY

33.33% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY					
ALL REVENUE	17,750.00	1,303.39	5,292.27	29.82	12,457.73
TOTAL REVENUES	17,750.00	1,303.39	5,292.27	29.82	12,457.73
EXPENDITURE SUMMARY					
STRATEGIC RESERVES	30,000.00	10,500.00	19,500.00	65.00	10,500.00
TOTAL EXPENDITURES	30,000.00	10,500.00	19,500.00	65.00	10,500.00
REVENUES OVER/(UNDER) EXPENDITURES	(12,250.00)	(9,196.61)	(14,207.73)		1,957.73

24 -STRATEGIC RESERVE CAPITAL

33.33% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
24-381 INTEREST	17,750.00	1,303.39	5,292.27	29.82	12,457.73
24-399 TRANSFER IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	17,750.00	1,303.39	5,292.27	29.82	12,457.73

24 -STRATEGIC RESERVE CAPITAL

33.33% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
STRATEGIC RESERVES					
24-45-530 PROFESSIONAL FEES	30,000.00	10,500.00	19,500.00	65.00	10,500.00
24-45-950 BANK FEES/CHARGES	0.00	0.00	0.00	0.00	0.00
24-45-959 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
TOTAL STRATEGIC RESERVES	30,000.00	10,500.00	19,500.00	65.00	10,500.00
TOTAL EXPENDITURES	30,000.00	10,500.00	19,500.00	65.00	10,500.00
REVENUES OVER/(UNDER) EXPENDITURES	(12,250.00)	(9,196.61)	(14,207.73)		1,957.73

VILLAGE OF WINNEBAGO
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2025

41 -SWEEP (FORMER GO BOND)
FINANCIAL SUMMARY

33.33% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY					
ALL REVENUE	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	0.00	0.00	0.00	0.00	0.00
EXPENDITURE SUMMARY					
BOND - O & M	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	0.00		0.00

VILLAGE OF WINNEBAGO
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2025

41 -SWEEP (FORMER GO BOND)

33.33% OF FISCAL YEAR

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
41-305 GO BOND TAX W/C	0.00	0.00	0.00	0.00	0.00
41-381 INTEREST	0.00	0.00	0.00	0.00	0.00
41-385 AMERICAN RESCUE PLAN	0.00	0.00	0.00	0.00	0.00
41-388 MISC INCOME	0.00	0.00	0.00	0.00	0.00
41-399 TRANSFER IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	0.00	0.00	0.00	0.00	0.00

VILLAGE OF WINNEBAGO
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2025

41 -SWEEP (FORMER GO BOND)

33.33% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
BOND - O & M					
41-44-959 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
TOTAL BOND - O & M	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	0.00		0.00

VILLAGE OF WINNEBAGO
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2025

51 -OPERATION & MAINTENANCE
FINANCIAL SUMMARY

33.33% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY					
ALL REVENUE	1,851,264.72	139,464.96	635,831.45	34.35	1,215,433.27
TOTAL REVENUES	1,851,264.72	139,464.96	635,831.45	34.35	1,215,433.27
EXPENDITURE SUMMARY					
O & M	2,682,089.72	97,743.71	534,555.37	19.93	2,147,534.35
TOTAL EXPENDITURES	2,682,089.72	97,743.71	534,555.37	19.93	2,147,534.35
REVENUES OVER/(UNDER) EXPENDITURES	(830,825.00)	41,721.25	101,276.08		(932,101.08)

VILLAGE OF WINNEBAGO
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2025

51 -OPERATION & MAINTENANCE

33.33% OF FISCAL YEAR

REVENUES		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
51-344	GRANTS	0.00	0.00	0.00	0.00	0.00
51-345	SALES TAX (1%)	425,000.00	33,416.51	155,843.12	36.67	269,156.88
51-361	WATER SALES	323,000.00	24,070.94	103,577.47	32.07	219,422.53
51-362	CAPITAL CHARGES	475,000.00	35,146.94	154,539.64	32.53	320,460.36
51-363	GARBAGE CHARGES	235,069.20	20,326.21	79,166.25	33.68	155,902.95
51-364	PRE-PAID WATER/SEWER	700.00	181.45	337.68	48.24	362.32
51-365	WATER FIXED ADMIN CHARGES	195,208.00	16,077.45	64,023.14	32.80	131,184.86
51-367	WATER HOOK-UP FEE	0.00	0.00	0.00	0.00	0.00
51-368	SEWER HOOK-UP FEE	0.00	0.00	0.00	0.00	0.00
51-373	ROCK 39 EQUIPMENT	5,000.00	0.00	0.00	0.00	5,000.00
51-374	ROCK 39 SALARY REIMBURSEMENT	64,300.56	0.00	21,776.46	33.87	42,524.10
51-375	ROCK 39 FUEL/MILEAGE REIMB.	13,536.96	0.00	4,584.52	33.87	8,952.44
51-376	RECAPTURE FEES	18,000.00	0.00	0.00	0.00	18,000.00
51-381	INTEREST	90,000.00	9,479.69	36,800.36	40.89	53,199.64
51-382	VERIZON WATER TOWER RENT	4,950.00	412.50	1,650.00	33.33	3,300.00
51-385	VEHICLE/EQUIPMENT SALES	0.00	0.00	12,500.00	0.00	(12,500.00)
51-388	MISC INCOME	0.00	195.49	475.03	0.00	(475.03)
51-390	LOSS ON DISPOSAL OF ASSETS	0.00	0.00	0.00	0.00	0.00
51-393	METER SALES	0.00	0.00	0.00	0.00	0.00
51-395	UTIL INCOME/SHUT OFF NOTICE	1,500.00	157.78	557.78	37.19	942.22
51-399	TRANSFER IN	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		1,851,264.72	139,464.96	635,831.45	34.35	1,215,433.27

VILLAGE OF WINNEBAGO
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2025

51 -OPERATION & MAINTENANCE

33.33% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
O & M					
51-44-421 OFFICE SALARIES	96,000.00	5,621.45	21,833.61	22.74	74,166.39
51-44-422 ROCK 39 SALARY	0.00	0.00	0.00	0.00	0.00
51-44-423 PART-TIME WAGES	7,200.00	0.00	0.00	0.00	7,200.00
51-44-425 METER READER/LAB ASSISTANT	0.00	0.00	0.00	0.00	0.00
51-44-426 DIRECTOR PUBLIC WORKS	81,727.61	6,286.80	24,997.48	30.59	56,730.13
51-44-428 PUBLIC WORKS WAGES	101,000.00	7,210.93	29,731.88	29.44	71,268.12
51-44-429 VILLAGE ADMINISTRATOR	31,468.50	2,365.16	11,098.29	35.27	20,370.21
51-44-451 HEALTH INSURANCE	13,852.48	1,126.44	4,549.10	32.84	9,303.38
51-44-452 HEALTH INS. DEDUCTIBLE REIMBUR	3,000.00	0.00	0.00	0.00	3,000.00
51-44-453 IDES/UNEMPLOYMENT INSURANCE	700.00	0.00	363.14	51.88	336.86
51-44-461 ADM SOCIAL SECURITY	20,000.00	1,214.72	5,021.62	25.11	14,978.38
51-44-463 ADM MEDICARE	4,650.00	284.11	1,174.40	25.26	3,475.60
51-44-465 IMRF BENEFITS	26,000.00	1,639.88	6,779.18	26.07	19,220.82
51-44-470 UNIFORMS	1,500.00	0.00	0.00	0.00	1,500.00
51-44-512 OFFICE & COMPUTER EQUIPMENT	5,000.00	0.00	2,338.44	46.77	2,661.56
51-44-519 MAINTENANCE SERVICE - EQUIPTME	35,000.00	1,719.35	1,719.35	4.91	33,280.65
51-44-521 GEOGRAPHIC INFO SYSTEMS	2,000.00	495.37	990.74	49.54	1,009.26
51-44-529 IT SERVICES	1,000.00	0.00	618.74	61.87	381.26
51-44-530 PROFESSIONAL SERVICES	750.00	0.00	0.00	0.00	750.00
51-44-531 SPECIAL AUDIT	0.00	0.00	0.00	0.00	0.00
51-44-532 ENGINEERING	128,000.00	0.00	17,490.00	13.66	110,510.00
51-44-533 CELLULAR METER MONTHLY FEES	14,500.00	1,179.90	4,705.35	32.45	9,794.65
51-44-534 LEGAL	2,000.00	0.00	0.00	0.00	2,000.00
51-44-540 PRE-EMPLOYMENT PHYSICAL	340.00	0.00	0.00	0.00	340.00
51-44-541 METER UPGRADE	10,000.00	788.50	1,429.92	14.30	8,570.08
51-44-542 WATER UPGRADE	750,000.00	36,911.21	36,911.21	4.92	713,088.79
51-44-543 ALARM SYS./TELEPHONE/INTERNET	7,500.00	246.33	2,319.35	30.92	5,180.65
51-44-544 IEPA LOAN -WATER TOWER	97,940.00	0.00	48,969.92	50.00	48,970.08
51-44-551 POSTAGE	11,000.00	897.77	3,571.87	32.47	7,428.13
51-44-552 CELL PHONES	2,400.00	0.00	554.67	23.11	1,845.33
51-44-554 PUBLISHING/ADVERTISMENTS	1,200.00	0.00	0.00	0.00	1,200.00
51-44-561 PROFESSIONAL ASSOC/MEMBERSHIPS	900.00	87.00	902.00	100.22	(2.00)
51-44-562 TRAVEL EXPENSES	300.00	0.00	0.00	0.00	300.00
51-44-563 TRAINING/TUITION	2,625.00	0.00	0.00	0.00	2,625.00
51-44-571 NI GAS / WELLS	2,400.00	0.00	801.14	33.38	1,598.86
51-44-573 GARBAGE	235,000.00	19,231.55	77,049.37	32.79	157,950.63
51-44-576 COM ED **	25,000.00	999.94	7,992.55	31.97	17,007.45
51-44-579 WATER ANALYSIS	4,250.00	263.50	2,101.70	49.45	2,148.30
51-44-580 EPA PERMIT FEES	2,000.00	0.00	0.00	0.00	2,000.00
51-44-593 EQUIP/SOFTWARE MAINT/LEASE	30,200.00	2,030.00	8,355.76	27.67	21,844.24
51-44-594 RISK MANAGEMENT DUES/FEES	19,132.00	0.00	0.00	0.00	19,132.00
51-44-651 OPERATING SUPPLIES/MISC. EXPEN	52,000.00	1,095.60	6,665.72	12.82	45,334.28
51-44-653 BUILDING WATER USAGE	1,250.00	76.00	304.79	24.38	945.21
51-44-654 WATER DEPOSIT REFUND EXPENSE	0.00	0.00	0.00	0.00	0.00
51-44-655 FUEL/GREASE/OIL	17,000.00	564.99	3,653.45	21.49	13,346.55
51-44-656 CHEMICALS	8,250.00	0.00	1,824.46	22.11	6,425.54
51-44-658 MISC EXPENSE	200.00	0.00	0.00	0.00	200.00

VILLAGE OF WINNEBAGO
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2025

51 -OPERATION & MAINTENANCE

33.33% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
51-44-659 OFFICE EXPENSE	3,000.00	77.96	352.14	11.74	2,647.86
51-44-660 PRINTING	1,500.00	0.00	1,049.00	69.93	451.00
51-44-702 FOUR RIVERS SAN. AUTH. IGA	421,606.70	0.00	180,307.91	42.77	241,298.79
51-44-703 RECAPTURE FEES	18,000.00	0.00	0.00	0.00	18,000.00
51-44-829 ROCK 39 EQUIPMENT PURCHASES	5,000.00	0.00	0.00	0.00	5,000.00
51-44-830 SMALL EQUIP. PURCHASE OR RENTA	11,000.00	1,102.53	3,478.93	31.63	7,521.07
51-44-831 LARGE EQUIP. PURCHASE-FIXED AS	78,500.00	0.00	0.00	0.00	78,500.00
51-44-832 ASSETS CAPITALIZED	0.00	0.00	0.00	0.00	0.00
51-44-833 CONTINGENCY	1,647.43	0.00	0.00	0.00	1,647.43
51-44-834 EQUIPMENT SINKING FUND	0.00	0.00	0.00	0.00	0.00
51-44-950 BANK FEES/CHARGES	25,600.00	4,226.72	12,548.19	49.02	13,051.81
51-44-951 DEPRECIATION EXPENSE	260,000.00	0.00	0.00	0.00	260,000.00
51-44-953 GRANTS	0.00	0.00	0.00	0.00	0.00
51-44-959 TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
51-44-999 SPECIAL ITEM EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL O & M	2,682,089.72	97,743.71	534,555.37	19.93	2,147,534.35
TOTAL EXPENDITURES	2,682,089.72	97,743.71	534,555.37	19.93	2,147,534.35
REVENUES OVER/(UNDER) EXPENDITURES	(830,825.00)	41,721.25	101,276.08		(932,101.08)

90 -VILLAGE EVENTS
FINANCIAL SUMMARY

33.33% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY					
ALL REVENUE	19,075.00	264.87	1,200.50	6.29	17,874.50
TOTAL REVENUES	19,075.00	264.87	1,200.50	6.29	17,874.50
EXPENDITURE SUMMARY					
FOURTH OF JULY	18,250.00	0.00	9,225.00	50.55	9,025.00
TOTAL EXPENDITURES	18,250.00	0.00	9,225.00	50.55	9,025.00
REVENUES OVER/(UNDER) EXPENDITURES	825.00	264.87	(8,024.50)		8,849.50

90 -VILLAGE EVENTS

33.33% OF FISCAL YEAR

REVENUES		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
90-350	DONATIONS	2,500.00	150.00	150.00	6.00	2,350.00
90-351	FUNDRAISERS	0.00	0.00	0.00	0.00	0.00
90-352	MERCHANDISE SALES	0.00	0.00	0.00	0.00	0.00
90-353	FESTIVAL SALES	0.00	0.00	0.00	0.00	0.00
90-381	INTEREST	225.00	14.87	100.50	44.67	124.50
90-382	VENDOR FEES	0.00	0.00	0.00	0.00	0.00
90-386	UTV REGISTRATION FEES	1,350.00	100.00	950.00	70.37	400.00
90-387	SPONSOR ADS	0.00	0.00	0.00	0.00	0.00
90-388	MISC. INCOME	0.00	0.00	0.00	0.00	0.00
90-399	TRANSFER IN	15,000.00	0.00	0.00	0.00	15,000.00
TOTAL REVENUES		19,075.00	264.87	1,200.50	6.29	17,874.50

VILLAGE OF WINNEBAGO
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2025

90 -VILLAGE EVENTS

33.33% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
FOURTH OF JULY					
90-48-423 FESTIVAL LABOR	0.00	0.00	0.00	0.00	0.00
90-48-530 SECURITY	0.00	0.00	0.00	0.00	0.00
90-48-554 PUBLISHING/ADVERTISING	0.00	0.00	0.00	0.00	0.00
90-48-560 ENTERTAINMENT	0.00	0.00	0.00	0.00	0.00
90-48-572 MERCHANDISE	0.00	0.00	0.00	0.00	0.00
90-48-651 OPERATIONS/ MISC SUPPLIES	0.00	0.00	0.00	0.00	0.00
90-48-655 CONCESSIONS	0.00	0.00	0.00	0.00	0.00
90-48-658 MISC EXPENSES	150.00	0.00	0.00	0.00	150.00
90-48-915 VENDOR TICKET SALES	0.00	0.00	0.00	0.00	0.00
90-48-916 FIREWORKS	18,100.00	0.00	9,225.00	50.97	8,875.00
TOTAL FOURTH OF JULY	18,250.00	0.00	9,225.00	50.55	9,025.00
TOTAL EXPENDITURES	18,250.00	0.00	9,225.00	50.55	9,025.00
REVENUES OVER/(UNDER) EXPENDITURES	825.00	264.87	(8,024.50)		8,849.50

VILLAGE OF WINNEBAGO
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2025

99 -DISBURSEMENT FUND
FINANCIAL SUMMARY

33.33% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
EXPENDITURE SUMMARY					
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	0.00		0.00

VILLAGE OF WINNEBAGO
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2025

99 -DISBURSEMENT FUND

33.33% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	0.00		0.00

CONSTRUCTION IN PROGRESS

Large Purchase Tracking
Grant Tracking
Village Debt
Village Revenue

Approved Expenses
Month Ending: 04-30-25

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

Last Updated: 4/8/2025

	DATE	TASK ORDER	PROJECT	Budget Amount AMOUNT	ENGINEERING	2022	2023	2024	Jan	Feb	Mar	Apr	TOTAL PAID	BALANCE
	06/13/22	PRJ: 22-837	**Water Main Looping Project-ENG. Church & Goodling**		$ 27,950.00	$ 9,040.00		$ 1,000.00	$ -	$ 1,140.00	$ 1,397.50		$ 12,577.50	$ 15,372.50
51-44-532	11/14/22	PRJ: 22-1342	**IEPA Project Plan-ENG.**		$ 24,800.00	$ 4,375.00	$ 13,125.00	$ 7,300.00			$ 327.50		$ 25,127.50	$ (327.50)
	10/09/23	PRJ: 23-1378	**Clayton Ct wtr Main Loop- ENG.**	$ 49,500.00	$ 48,500.00		$ 30,255.00	$ 12,095.00	$ 3,505.00				$ 45,855.00	$ 52,145.00
		PRJ: 23-1378	**Clayton Ct wtr Main Loop- Constr.**					$ -					$ -	$ -
	02/19/24	PRJ: 23-1378	**Clayton Ct wtr Main Loop-InHouse**	$ 20,000.00				$ 20,314.00				$ 1,195.00	$ 21,509.00	$ (1,509.00)
								$ -					$ -	
	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
01-42-515	11/08/24	Pitney Const Res 2024-10R	**Sidewalk Program**	$ 40,000.00				$ 45,572.87				$ 337.50	$ 45,910.37	$ (5,910.37)
01-42-515		**2025 Projects**	**Sidewalk Program Safe Step-Curbs**	$ 10,000.00										
		2025 Projects	**Sidewalk Program**	$ 40,000.00										
	07/08/24	24-1255	**Cunningham Water Main Looping**		$ 47,100.00			$ 22,790.00	$ 11,120.00				$ 33,910.00	$ 13,190.00
	09/09/24	24-1570 PH02	Westfield Box Culvert		$ 35,200.00			$ 23,050.00			$ 3,990.00	$ 2,128.00	$ 29,168.00	$ 6,032.00
		24-1570	**Resh Farms Drainage Study - Westfield**											
				$ 125,500.00	**$ 101,250.00**	**$13,415.00**	**$ 49,380.00**	**$ 101,111.55**	**$ 3,505.00**	**$ 1,140.00**	**$1,725.00**	**$ 1,532.50**	**$ 159,453.05**	**$ 67,296.95**

Approved Expenses

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

LINE-ITEM	Task #	BOARD MEETING DATE	Project	ITEM	VENDOR	APPROVED AMT	PAID TO DATE	BALANCE	
51-44-534	22-837	Sept 9, 2024 2024-23R	Church & Goodling	Engineering		$ 17,900.00	$ 11,180.00		
51-44-534	22-837		Church & Goodling	Construction			$ 35,716.21		
51-44-532	22-1342	January 8, 2024	PHASE 1 ARCHAEOLOGICAL SURVEY- IEPA PROJ	Water Main Repl. & Well #5	FEHR GRAHAM	$ 7,500.00	$ 24,800.00	$ (17,300.00)	
51-44-532	23-1378	October 9, 2023	Clayton Court Water Looping 23-1378	Engineering	FEHR GRAHAM	$ 48,500.00	$ 45,855.00	$ 2,645.00	
51-44-542	23-1378	January 8, 2024	Clayton Court Water Looping 23-1378	WaterMain Supplies	CORE & MAIN	$ 20,000.00	$ 21,509.00	$ (1,509.00)	
	23-1378	February 7, 2024	Clayton Court Water Looping 23-1378	Engineering	FEHR GRAHAM	$ 1,000.00		$ 1,000.00	
	23-1378	February 5, 2025	Clayton Court Water Looping 23-1378	Secure Easement					
	25-125	January 15, 2025	2025 General Engineering Agreement	Engineering	Fehr Graham	$ 25,000.00	$ 1,782.25	$ 23,217.75	
	24-124 PH06	November 21, 2024	General - Starbucks						
15-46-850	24-271A	Dec 11,2023 2023-23R	24 ROADWAY PROJECT 24-271A	Heeren & Sheldon Dr	Rock Road	$ 317,323.20	$ 237,129.65	$ 80,193.55	Complete
15-46-502	24-271	Dec 11,2023 2023-23R	MFT ENGINEERING EXPENSE Project 24-271	Heeren & Sheldon Dr	FEHR GRAHAM	$ 57,283.24	$ 55,417.53	$ 1,865.71	Complete
51-44-532	24-1255	July 8, 2024 2024-17R	Cunningham Water Main 24-1255	Engineerig	Fehr Grahm	$ 47,100.00	$ 33,910.00	$ 13,190.00	
01-42-532	24-1570	Sept 9, 2024 2024-22R	Resh Farms Drainage Study	Engineering	Fehr Graham	$ 35,200.00	$ 23,050.00	$ 12,150.00	
	24-1570	Feb 19,2025 2025-03R	Westfield Box Culvert	Engineering	Fehr Graham	$ -	$ 3,990.00	$ (3,990.00)	
		Feb 19, 2025 2024-25R	IEPA SRLF Project - Swift/Winnebago/Cunningham/Soper			TBD			
01-42-514		10/14/2024 2024-27R	Bulk Salt Purchase	Road Salt	Compass	$ 37,708.00	$ 19,317.64	18390.36	

4/2/2020 Cunningham Original Project # 20-341

Grant Applications/Progress Tracking

APRIL 2025

Grant Title	Approved	Restricted Use	Total	Received	Notes
FY25 Less Letahl Alternatives for Law Enforcement	Approved	Five (5), TASER 10 Packages	$ 15,686.00	5/13/2025	10/2/24 Received email notification that the grant had been approved. No indication when the amount will be received. The equipment has been recevied

VILLAGE REVENUE

INCOME TAX/LGDF

	2025	2024	2023	2022	2021	2020
Dec		25,748	26,963	26,945	22,499	20,637
Nov		32,985	34,318	30,031	25,372	23,310
Oct		54,947	50,948	47,425	44,259	34,497
Sept		25,732	26,357	25,904	24,355	23,823
Aug		32,777	29,038	23,836	23,062	42,044
July		49,056	44,182	46,279	41,072	30,752
Jun		33,720	33,162	27,414	45,783	19,365
May		78,678	70,722	93,322	52,181	31,264
Apr	51,567	45,531	41,240	46,252	38,199	31,932
Mar	28,161	28,839	25,624	21,650	23,957	21,741
Feb	43,889	44,370	43,264	49,949	34,761	29,237
Jan	53,726	46,891	43,756	40,058	32,879	28,378
Actual	177,344	499,272	469,574	479,064	408,380	336,982
Projected						
Budgeted	499,000					
Bdgt vs Act.	35.54%					

PPRT

	2025	2024	2023	2022	2021	2020
Dec		1,770	2,949	5,034	2,084	799
Nov						
Oct		5,658	9,502	15,372	10,042	3,089
Sept						
Aug		1,384	1,848	1,303	766	2,436
July		7,419	11,463	11,413	6,027	3,297
Jun						
May		8,292	14,179	15,851	8,271	3,173
Apr	1,837	3,430	8,739	11,839	6,418	4,964
Mar	1,936	3,845	5,501	10,015	1,374	719
Feb	0					
Jan	4,698	6,521	11,104	7,647	3,802	3,616
Actual	8,471	38,319	65,286	78,474	38,784	22,093
Projected						
Budgeted	32,000					
Bdgt vs Act.	26.47%					

LOCAL USE TAX

	2025	2024	2023	2022	2021	2020
Dec		9,544	9,908	10,543	9,631	11,708
Nov		8,233	8,927	9,376	9,660	11,223
Oct		8,477	9,412	9,027	9,152	11,786
Sept		8,249	6,679	10,343	9,827	11,655
Aug		8,550	8,897	9,169	8,622	11,545
July		8,860	8,996	8,042	9,367	10,381
Jun		9,964	10,751	10,042	10,310	9,806
May		8,202	8,692	8,561	8,065	7,708
Apr	1,458	7,295	9,433	8,868	9,045	8,870
Mar	11,913	12,190	13,474	13,373	18,448	12,810
Feb	9,476	10,502	11,139	10,550	13,073	9,336
Jan	5,447	10,053	10,567	8,980	12,268	9,965
Actual	28,293	110,119	116,875	116,874	127,468	126,792
Projected						
Budgeted	110,000					
Bdgt vs Act.	25.72%					

SALES TAX

	2025	2024	2023	2022	2021	2020
Dec		48,992	52,253	52,369	42,096	64,055
Nov		52,595	50,731	56,826	44,401	35,474
Oct		43,860	54,558	56,100	47,725	32,441
Sept		48,760	53,731	62,622	44,810	32,535
Aug		50,622	52,807	58,635	44,877	34,269
July		45,868	49,785	53,719	40,868	28,114
Jun		44,850	45,726	53,690	41,314	28,136
May		40,709	39,074	40,789	29,964	25,369
Apr	46,398	41,373	39,869	39,130	34,610	25,550
Mar	52,291	51,478	53,237	49,512	31,926	30,185
Feb	55,907	48,093	48,626	44,321	29,689	27,757
Jan	55,201	51,239	51,786	46,372	33,941	29,424
Actual	209,797	568,439	592,182	614,085	466,222	393,309
Projected						
Budgeted	570,000					
Bdgt vs Act.	36.81%					

PROPERTY TAX

	2025	2024	2023	2022	2021	2020
Dec		0	6,002	216	39	1,554
Nov		5,823		2,130	8,432	3,895
Oct		7,803	7,886	7,155	4,483	6,878
Sept		204,860	182,135	176,432	152,573	142,006
Aug		23,012	28,878	25,134	38,013	52,505
July		3,723	8,878	6,945	15,588	45,178
Jun		238,482	202,307	230,268	206,348	175,634
May		36,617	61,703	22,662	37,575	24,654
Apr	0	0				
Mar	0	0				
Feb	0	0				
Jan	1,012	0				
Actual	1,012	520,319	497,789	470,942	463,051	452,303
Projected	0	Tax pmt for Nov w/b rec in Dec				
Budgeted	547,627					
Bdgt vs Act.	0.18%					

SALES TAX 1%

	2025	2024	2023	2022	2021	2020
Dec		35,762	38,046	38,493	30,409	46,970
Nov		39,951	39,292	43,052	32,348	23,012
Oct		32,493	39,007	43,183	32,546	18,501
Sept		38,038	40,358	49,674	32,263	18,908
Aug		38,710	40,872	45,368	31,665	20,999
July		34,058	36,614	40,358	27,624	14,158
Jun		33,720	33,874	39,561	28,890	15,172
May		29,507	28,165	30,033	20,584	15,397
Apr	33,417	29,388	30,116	26,274	22,599	14,385
Mar	39,316	38,180	38,095	37,605	20,761	18,122
Feb	40,395	36,761	37,025	34,000	19,183	17,605
Jan	42,715	37,989	38,685	32,282	21,192	18,659
Actual	155,843	424,556	440,149	459,883	320,065	241,887
Projected						
Budgeted	425,000					
Bdgt vs Act.	36.67%					

VILLAGE REVENUE

COMED UTILITY TAX

	2025	2024	2023	2022	2021	2020
Dec		4,614	7,888	8,321	8,068	8,185
Nov		10,156	7,682	7,703	8,546	8,628
Oct		10,944	9,534	15,151	11,009	9,585
Sept		10,709	11,258	5,852	11,263	10,731
Aug		18,914	11,139	11,194	11,259	13,017
July		3,438	9,753	11,387	11,330	9,715
Jun		12,270	6,882	8,411	8,048	7,605
May		6,866	7,067	7,970	7,565	7,512
Apr	8,879	9,780	8,027	8,467	8,380	8,398
Mar	2,758	2,910	8,684	9,106	9,570	8,724
Feb	9,092	10,087	9,313	9,999	9,436	9,067
Jan	9,333	8,645	21,950	9,827	10,254	10,554
Actual	30,062	109,334	119,176	113,390	114,728	111,721
Projected						
Budgeted	105,575					
Bdgt vs Act.	28.47%					

VIDEO GAMING

	2025	2024	2023	2022	2021	
Dec		6,913	6,697	5,464	5,319	
Nov		7,452	6,875	5,647	4,736	
Oct		8,090	7,134	5,008	5,114	
Sept		7,579	6,587	6,092	4,673	
Aug		8,229	6,329	5,574	5,442	
July		8,102	5,180	5,158	4,528	
Jun		7,514	7,258	5,436	4,791	
May		6,915	9,098	5,390	4,397	
Apr	6,555	6,569	4,933	4,422	3,552	
Mar	5,678	6,719	6,196	4,983	2,061	
Feb	8,246	5,954	4,669	5,224	1,775	
Jan	7,787	6,963	4,533	4,377	0	
Actual	28,266	86,999	75,487	62,776	46,388	0
Projected	30,836					
Budgeted	90,000					
Bdgt vs Act.	31.41%					

EXCISE TAX (TELECOMMUNICATIONS)

	2025	2024	2023	2022	2021	2020
Dec		2,648	2,939	3,979	2,965	3,101
Nov		2,571	3,242	3,112	2,848	3,430
Oct		2,441	2,778	2,954	2,803	4,064
Sept		2,727	3,038	2,841	3,033	4,419
Aug		2,510	3,044	2,682	2,929	3,649
July		2,457	2,818	2,713	2,837	4,079
Jun		3,032	3,210	2,946	2,891	4,419
May		2,663	2,894	2,452	2,806	3,943
Apr	2,512	2,899	2,965	2,783	2,518	4,199
Mar	2,578	3,270	3,155	2,932	2,715	4,474
Feb	2,463	2,948	2,997	2,806	2,915	4,787
Jan	2,448	2,796	2,978	2,887	3,015	4,317
Actual	10,001	32,963	36,059	35,086	34,275	48,879
Projected			Police	Com Dev		
Budgeted	31,800		8334.1833	1,667		
Bdgt vs Act.	31.45%					

HEAVY LOAD PERMITS

	2025	2024	2023	2022	2021	2020
Dec		0			300	175
Nov		75				
Oct		0	125	300		75
Sept		75		225		435
Aug		175		175	125	225
July		0		280	200	185
Jun		0		235	75	470
May		0		75	375	590
Apr	170	195				75
Mar	0	25	50	150		
Feb	0		180			125
Jan	0		25	125	125	485
Actual	170	545	380	1,565	1,200	2,840
Projected	0					
Budgeted	470	day permits for heavy vehicles				
Bdgt vs Act.	36.17%					

MFT (MOTOR FUEL TAX)

	2025	2024	2023	2022	2021	2020
Dec		5,922	6,292	5,674	6,366	5,767
Nov		5,608	5,340	5,675	5,743	5,786
Oct		5,695	5,984	6,014	6,169	5,771
Sept		5,914	5,511	5,620	6,570	6,340
Aug		5,670	5,766	6,027	5,992	5,332
July		5,779	5,874	6,301	6,101	4,284
Jun		5,119	5,656	6,084	5,888	4,324
May		5,207	5,538	6,021	5,989	5,509
Apr	5,036	4,770	4,751	6,026	5,074	5,974
Mar	5,462	5,261	4,655	3,784	4,675	5,387
Feb	5,191	4,891	4,905	6,202	4,987	5,403
Jan	5,492	6,173	6,755	6,863	6,309	9,228
Actual	21,180	66,008	67,028	70,291	69,861	69,104
Projected						
Budgeted	66,238					
Bdgt vs Act.	31.98%					

TRF (TRANSPORTATION RENEWAL FUND)

	2025	2024	2023	2022	2021	2020
Dec		5,953	5,901	4,358	4,517	4,140
Nov		5,679	5,045	4,305	4,133	4,019
Oct		5,765	5,589	4,492	4,552	4,167
Sept		5,955	5,411	4,540	4,619	4,359
Aug		5,488	4,726	4,554	4,327	3,837
July		5,505	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	5,044	4,838	4,393	4,297	3,706	3,905
Mar	5,700	5,194	4,765	3,498	3,799	4,155
Feb	5,579	4,910	4,294	4,346	3,987	4,243
Jan	5,548	5,302	4,720	4,669	3,985	4,385
Actual	21,872	65,111	59,867	52,303	50,404	47,064
Projected						
Budgeted	61,946					
Bdgt vs Act.	35.31%					

VILLAGE REVENUE

POLICE FINES - Winnebago Co

	2025	2024	2023	2022	2021	2020
Dec		931	164	926	1,817	200
Nov		814	1,568	1,065	1,738	305
Oct		907	2,966	649	885	1,313
Sept		907	1,363	458	1,111	1,503
Aug		756	1,507	649	449	650
July		1,061	2,535	846	1,412	2,610
Jun		1,190	1,743	261	412	1,578
May		2,150	572	1,553	128	2,966
Apr	1,447	1,109	106	1,246	1,505	2,429
Mar	1,050	982	836	460	169	1,677
Feb	637	518	334	365	253	2,358
Jan	774	245	1,696	469	1,324	1,141
Actual	3,909	11,569	15,390	8,946	11,202	18,729
Projected	0					
Budgeted	9,300					
Bdgt vs Act.	42.03%					

CANNABIS

	2025	2024	2023	2022	2021	2020
Dec		369	360	358	339	149
Nov		361	366	385	401	173
Oct		375	360	349	459	153
Sept		362	350	380	386	234
Aug		389	397	474	324	173
July		391	373	339	363	151
Jun		384	362	409	412	113
May		423	355	409	355	146
Apr	367	441	420	453	351	290
Mar	397	415	364	432	272	218
Feb	388	412	372	408	276	
Jan	414	371	373	415	343	
Actual	1,565	4,694	4,452	4,811	4,283	
Projected	0					
Budgeted	4,800					
Bdgt vs Act	32.61%					

GENERAL FUND MONTHLY TOTALS

	2025	2024	2023	2022	2021	2020
Dec	0	93,686	103,260	107,549	87,982	108,809
Nov	0	106,976	105,265	107,433	91,228	82,238
Oct	0	126,702	137,217	146,677	125,449	95,689
Sept	0	96,614	101,412	108,167	93,674	83,832
Aug	0	115,322	107,171	107,468	91,966	107,357
July	0	117,489	127,370	134,172	112,064	86,673
Jun	0	104,219	100,092	103,145	108,834	69,915
May	0	145,832	142,984	169,428	109,582	79,705
Apr	113,187	110,943	110,693	117,793	99,522	84,277
Mar	101,084	102,973	110,089	107,170	88,262	78,870
Feb	121,853	116,437	115,891	118,034	90,151	80,308
Jan	133,053	126,516	142,540	113,893	96,626	86,740
	469,177	1,363,709	1,403,985	1,440,930	1,195,339	1,044,415

	WATER SALES		ADMIN		CAPITAL	
	2025	2024	2025	2024	2025	2024
Dec		19,961		17,415		30,043
Nov		30,050		15,628		45,339
Oct		27,108		15,608		39,726
Sep		31,444		16,416		46,981
Aug		27,429		15,757		40,511
Jul		33,252		16,775		49,584
Jun		25,812		15,183		38,670
May		22,795		16,641		34,753
Apr	24,097	21,686	16,088	15,970	35,181	33,707
Mar	23,846	25,823	16,371	19,232	34,925	40,559
Feb	33,186	27,186	16,022	15,721	49,333	42,719
Jan	22,474	18,697	15,553	15,512	35,134	30,834
Actual	103,603	311,243	64,034	195,858	154,573	473,426
Projected						
Budgeted	323,000	290080	195208	181,552	475,000	495,800
Bdgt vs Act.	32.08%	1.072954	0.3280292	1.0787997	0.3254173	0.9548732

GENERAL FISCAL PROJECTIONS

	2020	2021	2022	2023	2024	2025
Actual	1,044,415	1,195,339	1,440,930	1,403,985	1,363,709	469,177
Projected						0
Budgeted						1,907,972
Bdgt vs Act						24.59%

O&M FISCAL PROJECTIONS

	2020	2021	2022	2023	2024	2025
Actual	1,127,464	1,245,270	1,393,570	1,421,986	1,405,083	478,053
Projected						0
Budgeted						1,418,208
Bdgt vs Act						33.71%

Village Debt 2025

	January	February	March	April	May	June	Pmts Due
IL EPA							
Balance Due Totals							
Water Tower	$ 883,911.76	$ 883,911.76	$ 883,911.76	$ 883,911.76			Jan/July
Total	$ 883,911.76	$ 883,911.76	$ 883,911.76	$ 883,911.76	$ -	$ -	
Four Rivers Sanitary Auth.							
Balance Due Totals							
Fuller Creek Phase C	$ 3,339,149.40	$ 3,339,149.40	$ 3,339,149.40	$ 3,339,149.40			Jan/July
Fuller Creek Phase D&F	$ 1,043,209.51	$ 1,011,474.66	$ 1,011,474.66	$ 1,011,474.66			Feb/Aug
Future Costs	$ 870,107.56	$ 870,107.56	$ 870,107.56	$ 870,107.56			Jun/Dec
Total	$ 5,252,466.47	$ 5,220,731.62	$ 5,220,731.62	$ 5,220,731.62	$ -	$ -	
Total All Debt	$ 6,136,378.23	$ 6,104,643.38	$ 6,104,643.38	$ 6,104,643.38	$ -	$ -	

Village Administrator Monthly Report – April 2025

General Updates

- Paternity Leave: I was out on paternity leave from April 7 to April 21, 2025, and the Village team continued operations seamlessly during my absence.
- Hosted the Winnebago Intergovernmental Planning Committee (WIPC) meeting on April 23, marking its first session in over two years. The meeting included representatives from the Village, School District, Park District, and Library District.
- Prepared for the April Committee of the Whole and Village Board meetings, including agenda development and supporting materials for various matters.
- Conducted extensive research on the Grocery Tax, and other state shared revenues.
- Participated in the action planning launch meeting with staff and NIU regarding the strategic plan, which will be presented for adoption at the May Board and Committee meetings.

Economic Development/Community Development/Zoning

- Upon my return from paternity leave, I focused on catching up with ongoing projects and collaborated with the Village Engineer, Public Works, and various developers to advance community development and infrastructure projects.
- Engaged in discussions with home builders regarding property development and available incentives in the village.
- Worked with developers of the Main Street Supper Club project, hosting a meeting to guide them through the site plan review process.
- Corresponded with a potential buyer of village-owned property, reviewing the needed infrastructure improvements with the village engineer and special legal counsel, continuing with negotiations.
- The village received a text amendment application for a resident looking to adjust the fence requirements in the UDO.

Please see the attached Board Brief's for a deeper view of the month's activities for the Village.

BOARD BRIEFS

WEEKLY UPDATE FROM THE VILLAGE ADMINISTRATOR

VOLUME 2025-13
WEEK OF MAR 31

PUBLIC WORKS

Public Works completed daily rounds for IEPA compliance, including data recording and water treatment for 6 deep water wells. Monthly IEPA-required Bacti QA/QC samples were collected from both the Village of Winnebago and the Winnebago County Water District, as well as nitrate samples for additional QA/AC. The team completed 2 trash circuits and continued routine wellhouse cleaning and maintenance. They conducted additional water main locates and re-marking related to Silo Fiber directional boring in the Village ROW and completed cold patching. 15 Julie locates were performed, including a large-scale outlay for the Silo fiber network. Public Works responded to an emergency tree down on the roadway and handled an emergency water service turn-on/shut-off and repair. The team conducted extensive vehicle and amenities clean-up post-salting and continued street sweeping efforts. They cleaned catch basins and storm drains in advance of heavy rains, and performed walking path maintenance from Meridian to Hoisington Roads, sweeping intersections. The team worked with vendors on mower values, and continued cleaning storm sewers and drainage areas.

POLICE

The Police Department responded to 44 calls for service, filed 8 incident/supplemental reports, issued 8 traffic citations and warnings, and made no arrests during this period. One ordinance violation was issued. Squad 122 received essential maintenance, including a fresh oil change and air and cabin filters to ensure the vehicle's continued performance. The SRO vehicle had a battery replacement to maintain its readiness for daily duties at the school. Lt. Haff handled several IT-related issues throughout the week. The department worked alongside Public Works and Administrative Staff to address a leaning utility pole on North Elida Street, which was repositioned and removed by Mediacom. The department officially ordered the 2025 replacement squad car following approval at the April 2, 2025 Village Board Meeting. Several ordinance violations involving abandoned or inoperable vehicles were addressed, and all violators have complied with the removal of the identified vehicles. Officers worked with the Winnebago Park District after an act of vandalism at newly installed public restroom facilities. Once repairs are completed, the department will lock those facilities nightly at 10:00 pm to prevent further damage. Planning is also underway for a community cookout, aimed at providing a supervised alternative to the traditionally problematic Senior Prank night.

OFFICE STAFF

The Front Office made continued progress in finalizing and completing 2025 Business Registrations. The Deputy Clerk completed payroll, prepared for Board/CoW and zoning meetings, and managed all post-meeting duties. The Assistant Deputy Clerk finalized the spring/summer newsletter and sent it to the printer for mailing to all residents. The Treasurer installed and finalized the 2025 budget in the software and continued audit preparation. The Village Administrator worked with a petitioner for a special use permit for a body art establishment, with a public hearing scheduled for 5/6. The Deputy Clerk reached out to various government bodies in town to schedule a WIPC meeting for April. The Administrator also worked with the Village Engineer and PW Director on the sale of village-owned property and corresponded with NIU regarding the final draft of the strategic plan. The Village Administrator also reached out to a perspective home builder regarding current village incentives and available housing development property in the village.

BOARD BRIEFS

WEEKLY UPDATE FROM THE VILLAGE ADMINISTRATOR

VOLUME 2025-16
WEEK OF APR 21

PUBLIC WORKS

Public Works completed daily rounds for IEPA compliance, including data recording and water treatment for 6 deep water wells. They completed their first full mowing circuits and 2 trash circuits, along with roadside trash pickup. The team also completed water meter readings and performed routine wellhouse cleaning and maintenance. Public Works worked with Winnebago County School District (WCUSD) on various projects, conducted additional water main locates and re-marking related to Silo Fiber directional boring in the Village ROW, and repaired and prepped snow plows for storage. They completed 11 Julie locates, including a large-scale outlay for the Silo fiber network and a large-scale project at Amazon at Rock 39. The team also removed 240' x 5' of sidewalk on the 200 block of S. Seward, prepping it with stone for sidewalk replacement. Additionally, trees and stumps were removed in planned areas of the right of way, and debris was cleaned up, with black dirt and seed applied to the locations, including winter removal areas. Public Works manually located utilities in preparation for the S. Goodling and S. Church St. water main project and moved additional portable meters and RPZ. They also prepped and delivered materials for the layout of water main at Church and Goodling. An emergency response was provided to a burning electric pole, and routine upkeep was performed on ball diamonds and concession stands.

POLICE

The Police Department recorded 50 calls for service, wrote 14 incident/supplemental reports, issued 8 traffic citations and warnings, and made 1 arrest during this period. The department engaged in 2 separate police officer shadowing events, where high school students were shown the nuances of police work and given tours of several law enforcement-related facilities, including the Winnebago Police Department, Winnebago County 911 Center, Winnebago County Coroner's Office, Winnebago County Sheriff's Crime Scene Division, and the Winnebago County Corrections Division. The department received 4 FOIA requests, with one being a repeat request that had already been complied with, one being a direct denial due to no report associated with the request, and the other two requests are still being processed. Lt. Haff and Chief White attended the WIPC meeting held at Village Hall. The department is in final preparations for the Senior Class cookout at the high school on May 1, 2025.

OFFICE STAFF

The Treasurer worked on billing, addressing issues that arose this month and catching up on the prior two weeks of work with the Village Administrator. Several software issues were solved. The Deputy Clerk completed the consumer confidence reporting for water and reviewed liquor and gaming applications. The Village Administrator, catching up from paternity leave, corresponded with a home builder interested in a large property development, worked with the developers of the Main Street Supper Club, and hosted the Winnebago Intergovernmental Planning Committee (WIPC) meeting, the first in over 2 years, with attendees from the Village, School District, Park District, and Library District. The Administrator also continued discussions with the party interested in purchasing village owned property.

BOARD BRIEFS

WEEKLY UPDATE FROM THE VILLAGE ADMINISTRATOR

VOLUME 2025-17
WEEK OF APR 27

OFFICE STAFF

The Treasurer worked with Mark Olson on Wednesday, completed SLRF reporting, and worked on cleaning up an Unapplied Credit issue in Utility Billing. The Treasurer also worked with the front office to create a new permit process in Incode and worked on Board reports and the Construction in Progress update. Additionally, preparation for the auditors began. The Deputy Clerk completed liquor and gaming renewals and hand-delivered them, while both the Deputy Clerk and Assistant Deputy Clerk prepared agendas and packets for the Zoning Board, Board, and CoW meetings. The Village Administrator prepared research for the upcoming board meeting regarding the grocery tax, met with Four Rivers and the developers of 209 W Main Street – "Table Talk Supper Club" regarding their project, and walked them through the site plan review process. The Administrator also attended the NorthCOG meeting on Friday, met with a Library District trustee regarding the "Story Walk" project, and communicated with a potential buyer of village-owned property to discuss the potential sale and negotiations.

PUBLIC WORKS

Public Works completed daily rounds for IEPA compliance, including data recording and water treatment for 6 deep water wells. The team completed 2 full mowing circuits, 2 trash circuits, and roadside trash pickup. They also completed ROW restoration in water main break locations, finishing the grade with black dirt and seed. Public Works continued routine wellhouse cleaning and maintenance and worked with the Winnebago County School District (WCUSD) on ongoing projects. The team conducted additional water main locates and re-marking related to Silo Fiber directional boring in the Village ROW and completed cold patching. They also performed 14 Julie locates, including a large-scale outlay for the Silo fiber network and a large-scale project at Amazon at Rock 39. The team completed 240' x 5' of sidewalk replacement on the 200 block of S. Seward, prepping with stone for the sidewalk replacement. Public Works removed trees and stumps in planned right-of-way areas, cleaned up debris, and added black dirt and seed to locations, including winter removal areas. They directional bored the first 320' of 6" HDPE for the S. Goodling and S. Church St. water main project and conducted a tie-in of the 6" water main on S. Goodling Street. The team also attended larvicide training for mosquito management at the Winnebago County Health Department and installed secondary containment for a chlorine tank at Well #4. Routine upkeep was conducted on ball diamonds and concession stands.

POLICE

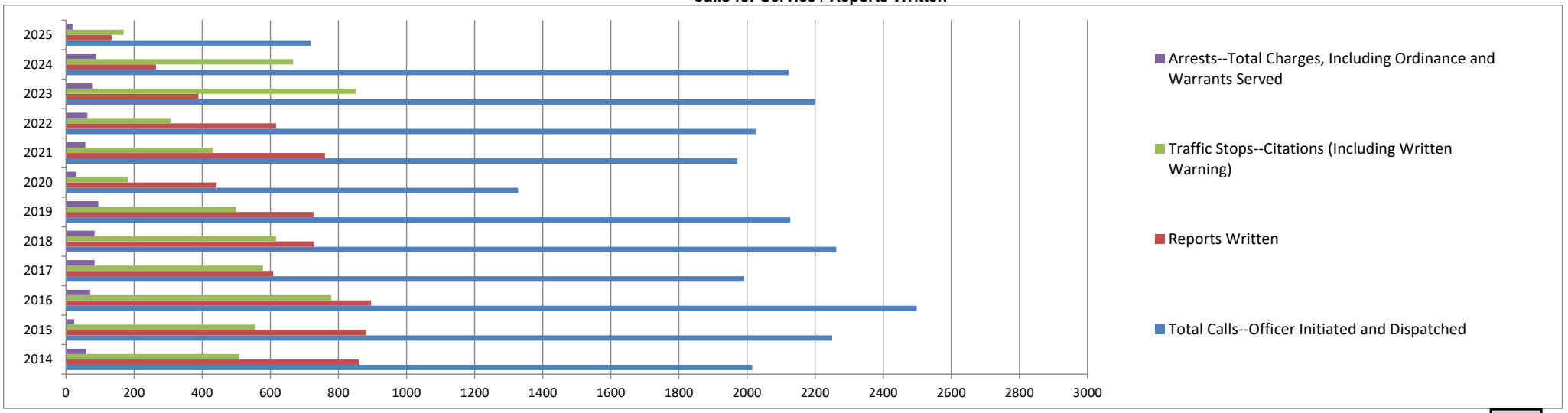
The Police Department responded to 64 calls for service, wrote 14 incident/supplemental reports, issued 17 traffic citations and warnings, and made 6 arrests. The department also investigated 2 vehicle crashes. 1 solicitor was issued a citation for operating without a permit, and the department worked on 3 FOIA requests. Chief White, Lt. Haff, and Officers McNeely and Mund attended a training session hosted by the Winnebago County State's Attorney's Office. The training focused on updates and best practices for reading driver's abstracts for court-related purposes. The annual Body-Worn Camera Report was submitted in compliance with the state training board, Governor's Office, and General Assembly requirements. SRO Spelman remained active with the school district, handling various student-related issues and preparing for the final stretch of the academic year. The Senior Class cookout, organized as an alternative to the traditional "senior prank," was a success with positive feedback from students and staff. Chief White and Sheriff Caruana addressed the senior class, and officers were present to support the event. The department also engaged in police officer shadowing events, where high school students were shown various law enforcement facilities, including the Winnebago Police Department, Winnebago County 911 Center, Winnebago County Coroner's Office, Winnebago County Sheriff's Crime Scene Division, and Winnebago County Corrections Division.

Winnebago Police Department
2022/2023/2024/2025 Calls and Offenses

Offense Type	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Total 2025	Total 2024	Total 2023	Total 2022
Aggravated Battery (including Agg. Domestic)	0	0	0	0									0	0	2	6
Armed Robbery	0	0	0	0									0	0	0	0
Assault (Includes Aggravated Offense)	0	0	0	0									0	2	2	5
Battery	0	0	1	1									2	2	7	8
Burglary/Burglary from Vehicle	0	0	0	0									0	0	0	3
Criminal Damage to Property	1	0	1	1									3	8	8	9
Criminal Damage to State Supported Property	0	0	0	0									0	1	0	0
DUI Alcohol / Drugs Includes Agg. DUI	0	0	0	0									0	1	7	11
Disorderly Conduct	0	2	2	2									6	14	14	15
Fleeing to Elude (Aggravated)	0	0	0	0									0	1	4	4
Domestic Trouble/Domestic Battery/OP Violation /Vio.Stalking Order	1	1	1	2									5	13	29	36
Hit and Run	0	0	0	0									0	4	2	4
ID Theft / Forgery / Decept. Prac.	1	0	0	5									6	9	11	9
Illegal Consumption / Minor in Possession of Alcohol	0	0	0	0									0	1	1	0
Possession of Cannabis (Manu./Deliver)	1	0	0	0									1	4	8	4
Possession of Controlled Substance	0	0	0	0									0	1	0	2
Possession of Drug Paraphernalia	0	0	0	0									0	0	2	1
Reckless Conduct	0	0	0	0									0	0	0	0
Reckless Discharge of a Firearm	0	0	0	0									0	0	0	0
Reckless / Negligent Driving	0	0	0	0									0	2	1	3
Residential Burglary	0	0	0	0									0	0	0	3
Resisting Obstructing Peace Officer	0	0	0	0									0	1	4	0
School Bus Arm Violation	0	0	0	0									0	0	2	3
Sexual Abuse/Assault	0	0	0	1									1	1	0	1
Suicide Attempt / Threat of Suicide / Mental Health Call	0	2	2	0									4	25	28	28
Suspended/Revoked Driver's License/Registration	7	1	4	3									15	94	29	8
No Valid Driver's License	0	0	1	0									1	2	4	4
Theft of Vehicle (Recover Stolen)	0	0	0	0									0	0	2	2
Theft Over $500 / Retail Theft	0	1	0	1									2	1	1	4
Theft Under $500.00 / Retail Theft	2	2	0	0									4	12	23	15
Unlawful Use of Weapon (Aggravated)	0	0	0	0									0	0	1	3
Violation of Bail Bond	0	0	0	0									0	1	0	0
Warrant Service	0	0	0	1									1	5	10	12

**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
		2025	2025	2025		
1/17/2025	WC25-000029	Retail Theft	Letter Sent - 01/21/25	2001 Dodge Stratus	Yes	$500.00
3/20/2025	WC25-000162	DWLS	NO	2006 Dodge Durango	Yes	$500.00

Winnebago Police Department
Traffic Speed Sign Data: April 2025

Location	Average Speed	Max Speed	Car Count
N. Elida Street	26.20	78	173905
W. McNair Road	26.41	72	23618
Winnebago High School	N/A	N/A	N/A
Cunningham Road	31.99	69	77877
E. McNair Road	43.16	104	21236

These numbers also include first responders responding to calls for service
These numbers also include radar interference between in-car and stationary radar units

Police radar systems are useful tools for monitoring vehicle speeds, but **they're not foolproof**—especially when multiple radar units are operating near each other. Interference between radar signals can cause **false or inaccurate readings**, such as speeds being recorded from the wrong vehicle or no vehicle at all.

This is exactly why **trained police officers are essential** when it comes to using radar for enforcement. A radar sign or unmanned unit simply displays or collects speed data—but it **cannot distinguish between vehicles**, identify the source of a speed reading, or confirm its accuracy.

A police radar unit can give false readings due to **interference from another radar unit**—this is commonly referred to as **co-channel interference** or **mutual interference**. Here's how that happens in simple terms:

1. **Same or Similar Frequencies**
Police radar units typically operate on specific frequency bands (like X, K, or Ka bands). If two radar units are operating on the same or close frequencies in the same area, their signals can mix. One radar might accidentally **receive the signal** from the other unit instead of its own reflected signal.

2. **Signal Confusion**
Radar units measure speed by sending out a signal and calculating the Doppler shift in the signal that bounces back from a moving vehicle. If the radar receives a signal **from another radar unit**, it might interpret that signal as a reflected signal—causing it to show a **false speed reading**, even if there's no vehicle moving at that speed.

3. **"Shadowing" and "Ghosting" Effects**
Interference might cause the radar to display:
Shadowing: Detecting a vehicle behind the target vehicle, which may not exist or may be moving at a different speed.
Ghosting: Showing a speed reading when no vehicle is present—just the result of the interfering signal.

4. **Mobile vs. Stationary Radars**
This is more common when **two radar-equipped vehicles are near each other**—say, two patrol cars parked near one another or passing each other with radars on. The moving radar might pick up the stationary radar's signal or vice versa. In some cases, this adds all the signals together resulting in a high number that is not accurate.
A trained officer, on the other hand:

Visually confirms which vehicle is speeding before acting.
Can **spot and disregard false readings** caused by interference or unusual conditions. Regularly tests the calibration of the radar to ensure it's working properly.
Documents their observations and provides credible, court-admissible evidence.

This is why tickets are not issued based on radar sign readings alone—those devices are for public awareness or traffic studies, not enforcement. Only a trained officer using a tested, calibrated and properly operated radar unit can issue a valid citation.

In short, the human element is what ensures speed enforcement is accurate, fair, and legally sound.

FEHR GRAHAM
ENGINEERING & ENVIRONMENTAL

Village Engineer Report
for
Village of Winnebago

Village Board Meeting
May 7, 2025

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

Active Projects:

#22-837 S. Church Street and S. Goodling Street Water Main Looping Project – Fehr Graham has continued to update plans and make permit submittals for the project. At the request of Joseph Dienberg via email on August 13, 2024, Fehr Graham provided an additional services proposal to the Village covering bidding documents and services, construction observation, as well as contract management. From conversations with Mr. Chad Insko on February 27, 2025, the Village has elected to perform construction of the water main internally, requesting that Fehr Graham provide staking for the project.

Total Contract Value: $27,950.00 Invoiced to Date: $12,577.50

#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 the completed archaeological survey and provided a "No Properties" letter. Approval documentation was submitted to the IEPA.

Total Contract Value: $24,800.00 Invoiced to Date: $24,800.00

#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. On March 20, 2025, Village Attorney Mary Gaziano provided Fehr Graham with the required easements for the project with property owner signatures. Fehr Graham is finalizing bid documents and will provide them to the Village for review prior to sending them out to bid.

Total Contract Value: $49,500.00 Invoiced to Date: $45,855.00

24-125-PH06 Winnebago General – On November 21, 2024, Fehr Graham was provided the preliminary engineering plans and plat for the Starbucks development within the Winnebago Corners subdivision. A review letter was provided to the Village on December 6, 2024. Fehr Graham awaits a resubmittal of the plans and plat to ensure that all comments were addressed appropriately by the respective engineer tasked with the project.

Total Contract Value: $4,000.00 Invoiced to Date: $3,309.50
(Reimbursable, billed T&M)

24-125-PH07 Winnebago General – On December 12, 2024, Fehr Graham was provided the preliminary engineering plans for the Park Hills Church expansion for review. On March 18, 2025, the Village of Winnebago Planning and Zoning Committee approved a variance to allow the proposed parking improvements within residentially zoned land. On March 19, final plans were provided to Fehr Graham for review. After discussion with the Village, conditional approval was granted for the project on March 21.

Total Contract Value: $2,500.00 (Reimbursable, billed T&M) Invoiced to Date: $2,329.25

24-1255 Cunningham Road Water Main Replacement—The Village executed the agreement for the project on July 16, 2024. Revised plans and specifications are set to be submitted to the IEPA for their internal review on March 3, 2025. A Funding Nomination Form (FNF) was signed by Village President Eubank on March 26, 2025, and was submitted to the IEPA on March 27.

Total Contract Value: $47,100.00 Invoiced to Date: $33,910.00

#24-271A Winnebago 2024 MFT Street Construction – Construction for the Village MFT project started on June 25, 2024. Final closeout materials to be submitted to IDOT on January 7, 2025. IDOT approved of final changes to the project on April 8, 2025.

Total Contract Value: $33,972.68 Invoiced to Date: $23,026.25

#24-1570 Resh Farm Stormwater – Agreement for the design of a new box culvert under Westfield Road was approved by the Village on September 9, 2024. On March 12, 2025, IDOT approval was granted for the submitted BLR documents for the project to allow the utilization of MFT funds for the construction of the project. On April 18, 2025, it was determined by IDOT that the submitted project does not qualify for the “General Maintenance” section, but rather the “Construction” section. Revised materials were provided to the City for signature, and then to IDOT for approval on April 23, 2025.

Total Contract Value: $35,200.00 Invoiced to Date: $27,040.00

#25-125-PH01 Winnebago General – On March 21, 2025, Village Administrator Joey Dienberg requested a meeting with Fehr Graham to discuss a potential development within the Winnebago Highlands subdivision. A meeting between Joey, Chad Insko with the Village, and Seth Gronewold and Luke Ziegler with Fehr Graham was held on March 25th where the potential development was discussed. Fehr Graham was tasked with creating exhibits for a potential subdivision of lots for the developer, as well as creating an estimate of cost for potential public improvements within the subdivision. Fehr Graham provided revised materials to the Village on April 3, 2025.

Total Contract Value: $5,000.00 Invoiced to Date: $3,371.00

#25-125-PH06 Winnebago General – On March 10, 2025, Fehr Graham was provided the preliminary engineering plans for the Olson Crematory expansion for review. After review and discussions with Chad Insko with the Village, conditional approval was granted for the project on March 20, 2025.

Total Contract Value: $2,500.00 (Reimbursable, billed T&M)

Invoiced to Date: $479.25

Please note, that the invoiced totals were provided at the time of completion of this report and may not reflect the most current billing cycle total(s).

Respectfully Submitted,

Luke Ziegler
Staff Engineer

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CODE ENFORCEMENT OFFICER AND BUILDING OFFICIAL REPORT

April 1 – April 30, 2025

CODE ENFORCEMENT:

- 101 Westfield - PROPERTY MAINTINENCE- ON GOING, a complaint was filed on February 11 for Rubbish in the driveway. Working with property owner and tenant. About half of the rubbish has been removed.
- 114 S BENTON - PROPERTY MAINTENANCE –in process of demolition
- 105 S BENTON –PROPERTY MAINTENANCE – Cimino's Pizza –plans to install concrete pad in spring for the dumpster
- 402 S CHURCH – ONGOING CLEANUP – Rubbish in driveway/ letter sent/Winnebago County Health Department involved
- 506 N ELIDA – PROPERTY MAINTENANCE – Anytime Fitness – potholes in the parking lot, letter to be sent
- 703 JARVIS – Car parked in Right-Of-Way, Resolved.
- 200 BLOCK OF PECATONICA- ORDINANCE VIOLATION – Chickens located within Village limits; Homeowner stated that the chickens would be relocated

RESOLVED FROM LAST MONTH:

PERMIT	ISSUE DATE	NAME	LOCATION	CONTRACTOR	DESCRIPTION	PROJ TYPE
25-011	4/08/2025	SWARTZ, MICHAEL & JAIMI	212 S SEWARD STREET	OWNER	RESIDENTIAL FENCE	RES06
25-012	4/08/2025	MARTIN, TED & TIFFANY	409 N SWIFT STREET	OWNER	RES ADDITION	RES02
25-013	4/14/2025	GAGLIANO, JOSEPH	413 WOODROW STREET	OWNER	RESIDENTIAL DECK	RES13
25-015	4/23/2025	MILLER, KURT & MARY	807 GREENLEE AVE	OWNER	DECK	RES13
25-016	4/16/2025	MAGIN JR., THOMAS	812 GREGORY WAY	OWNER	POOL-ABOVE GROUND	PL01
25-017	4/23/2025	DILL, JASON & KATIE	807 JESSICA	OWNER	DECK	RES13
25-018	4/28/2025	SCHAUER, JAIMI	515 DAVID DR.	OWNER	ROOF TOP SOLAR	RES11
25-14	4/15/2025	LEITZINGER, MICHAEL	607 HAWKINS	OWNER	RESIDENTIAL FENCE	RES06
25-20	4/28/2025	SCHINDERLING, ASHLEY	714 GREENLEE CT	OWNER	SHED	RES15
25-21	4/28/2025	WOGER, KELLY	304 N ELIDA ST	OWNER	RESIDENTIAL FENCE	RES06
25-22	4/29/2025	DEAHL, ROB	505 S SEWARD ST	OWNER	RESIDENTIAL FENCE	RES06
25-23	4/30/2025	AUGUSTINE, MIKE & LINDA	608 DAVID DR	OWNER	SHED	RES15
25-24	4/30/2025	OLSEN, ERICH	1007 JESSICA TRL	OWNER	DECK	RES13
PW25-01	4/24/2025	WOOLBRIGHT, MIKE	209 W MAIN ST	OWNER	SIDEWALK REPAIR/REPLACE	SIDEWALK
*** TOTALS ***		NUMBER OF PROJECTS: 14		VALUATION: 204,278.00	FEES: 1,165.00	

Casper Manheim,
Building Official & Code Enforcement Officer

MONTHLY WATER USAGE 2025

2025 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
			8,799,500		6,664,900		9,573,000	0	25,037,400		0	23,190,123	#DIV/0!	93%	
			8,799,500		6,664,900		9,573,000	0	25,037,400		0	23,190,123	#DIV/0!	93%	
			8,799,500		6,664,900		9,573,000	0	25,037,400		0	23,190,123	#DIV/0!	93%	
			8,799,500		6,664,900		9,573,000	0	25,037,400		0	23,190,123	#DIV/0!	93%	
			8,799,500		6,664,900		9,573,000	0	25,037,400		0	23,190,123	#DIV/0!	93%	
			8,799,500		6,664,900		9,573,000	0	25,037,400		0	23,190,123	#DIV/0!	93%	
			8,799,500		6,664,900		9,573,000	0	25,037,400		0	23,190,123	#DIV/0!	93%	
			8,799,500		6,664,900		9,573,000	0	25,037,400		0	23,190,123	#DIV/0!	93%	
3/26/25 - 4/24/25		2,085,500	8,799,500	1,977,000	6,664,900	2,179,000	9,573,000	6,241,500	25,037,400	11,844,174	5,602,674	23,190,123	90%	93%	
2/25/25 - 03/25/25		2,049,100	6,714,000	1,228,500	4,687,900	2,216,200	7,394,000	5,493,800	18,795,900	10,622,970	5,129,170	17,587,449	93%	94%	
01/29/25 - 02/24/25		1,850,600	4,664,900	1,323,200	3,459,400	2,141,900	5,177,800	5,315,700	13,302,100	10,316,645	5,000,945	12,458,279	94%	94%	
12/19/24 - 01/28/25		2,814,300	2,814,300	2,136,200	2,136,200	3,035,900	3,035,900	7,986,400	7,986,400	15,443,734	7,457,334	7,457,334	93%	93%	

* 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 2025

UTILITY BILLING MONTHLY REPORT

Agenda Item Executive Summary

Item Name	2025 WATER PROJECT – IEPA SRLF PROJECT SWIFT/WINNEBAGO/CUNNINGHAM/SOPER	Committee or Board	Village Board

BUDGET IMPACT			
Amount:	$48,500	*Budgeted:*	Yes
List what fund:	51-44-534		

EXECUTIVE SUMMARY

The Village Board approved an ordinance at the December 9, 2024, meeting authorizing the Village of Winnebago to borrow funds from the Public Water Supply Loan Program. This ordinance allows the Village to proceed with securing financing for critical water infrastructure improvements.

Fehr Graham, as the Village Engineer, is currently in the process of designing the project. Once the design is finalized and the loan is awarded, the Board will be asked to approve the acceptance of construction bids and complete the next steps of the loan process.

This project represents a significant investment in the Village's water infrastructure and is a necessary step in ensuring a reliable and sustainable water supply for the community.

ATTACHMENTS (PLEASE LIST)

Fehr Graham Proposal

ACTION REQUESTED

- ❑ For Discussion Only
- ❑ Resolution
- ❑ Ordinance
- ❑ Motion:

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

Staff: Chad Insko Director of Public Works Date: 6/4/2025

FEHR GRAHAM
ENGINEERING & ENVIRONMENTAL

June 27, 2024

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

RE: Cunningham Road Water Main Replacement
Civil Engineering Design Services Proposal

Dear President Eubank,

Fehr Graham is pleased to present you with the following proposal for professional services associated with the above-referenced project in the Village of Winnebago. In a previous project for the Village pertaining to water main replacement along Cunningham Road and connecting streets (Fehr Graham Project Number: 20-341), agreement signed on April 2, 2020, Fehr Graham's original Scope of Services included the necessary revisions/updates to a previously completed design plan set to reach permitting standards, preparation and submittal of Illinois Department of Commerce & Development (DCEO) funding documents, as well as permitting efforts through the Illinois Environmental Protection Agency (IEPA) and Winnebago County. The project currently has expired permits, out-of-date construction cost estimates, and was never advanced to a bid ready condition for plans and specifications. In addition, it is now the Village's intent to apply for IEPA Public Water Supply Loan Program funding to complete this project.

Fehr Graham will provide professional services pertaining to project funding, permitting and bidding as described in the below Scope of Services:

SCOPE OF SERVICES

IEPA Construction Permit Extension

Fehr Graham will coordinate with the IEPA to facilitate an extension to the previously approved Public Water Supply Construction Permit issued July 22, 2020, and was subsequently renewed one time after initial approval.

Winnebago County Highway Department Permitting

Fehr Graham will coordinate permitting efforts with the Winnebago County Highway Department regarding the water main replacement and associated repairs within the Cunningham Road Right-of-Way, facilitating the submittal of a utility permit application and all supporting documentation for County review and approval. An original submission was provided, but approval was not granted as it was originally discussed that the County would provide feedback if Rebuild Illinois grant funding were appropriated to this project.

IEPA Loan Application

A formal bypass funding loan application must also be prepared and submitted to the IEPA Financial Section and ultimately approved. This application includes various documentation that involves, but is not limited to, approved local resolutions/ordinances, financial data, environmental studies and reviews, and legal review and opinion. The end result of this loan application will be an approved loan

commitment from the IEPA for the subject project. At loan commitment, the Village has assurance that all eligible costs to construct the physical improvements as well as design and construction engineering fees associated with the project will be covered by loan disbursements on an as-needed basis, should the Village decide to proceed. All fees associated with the Loan Application will need to be paid upfront and reimbursed when the loan is approved. Because the Village was not placed on the FY2025 intended funding list, there is a chance that bypass funding will not be appropriated for FY2025.

Bidding Plan and Specification Revisions

Utilizing the permitting plans and specifications created in 2020 for the project, Fehr Graham will complete the necessary updates to meet current bidding and permitting requirements. Based on discussion with the Village, there is no desire for an updated survey, but a new Design JULIE will be completed to pick up any provided utility adjustment information that can be provided by the franchise utilities within the project limits. It is assumed that the Village is not anticipating adjustments to the most recent alignment for the proposed water main. Should adjustments be required, additional may be necessary. The following items will be completed as part of this scope item:

- Design updates to comply with current IEPA and Winnebago County permitting requirements
- Updated summary of quantities and pay items
- Conversion of permit plans to bid/construction ready plans with associated details, notes and labeling.
- Revised Engineer's opinion of probable cost
- Updated contract documents for bidding
- Project special provisions for bidding
- Submission of plans to Four Rivers Sanitation Authority for project concurrence and coordination.

Due to the fact that there is more than 1 acre of anticipated disturbance for this project, Fehr Graham will also create a stormwater pollution prevention plan (SWPPP) and submit to IEPA for NPDES stormwater construction permit approval.

The construction cost for this project is expected to be nearly $1.0 million but will be confirmed once the plans reach a bidding condition.

Bidding Documents and Services

Utilizing the completed design drawings and project specifications, Fehr Graham will prepare a bid package of documents for the solicitation of bids. Prior to going out for bid a review of the complete bidding document package must be submitted and approved by IEPA.

As part of this process, Fehr Graham will address Contractor questions, manage the distribution of bidding documents, prepare and distribute addendums and clarifications, attend a pre-bid meeting, attend the bid opening, review and tabulate the bids, and provide a bid recommendation to the Village of Winnebago for consideration in compliance with IEPA Public Water Supply Loan Program requirements. Upon completion of bidding, Fehr Graham will complete a bid certification checklist and submit all necessary documentation to the IEPA to allow for the loan agreement to be written and provided to the Village for execution.

EXCLUSIONS

The following items are **not** included in the scope of services:

- Topographic and Boundary surveys
- Environmental or soil remediation services
- Archaeological investigations
- Ecological investigations
- Preparation of permanent or temporary easements and/or right-of-way acquisition documents
- Title Commitments
- Construction engineering
- Contract management
- Construction staking
- Geotechnical investigation
- Funding applications or administration beyond IEPA public water supply loan program application.
- Traffic control plans and/or staging plans. It is assumed this project will allow for road closures as necessary.
- Water main design beyond the currently proposed alignment within the most recent permit plans.
- Franchise utility relocation coordination.

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

FEES

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

Engineering Design Fees

• IEPA Construction Permit Extension	$750.00
• Winnebago Co. Hwy Dept. Permitting	$3,100.00
• IEPA Loan Application	$10,200.00
• Bidding Plan and Specification Revisions	$23,650.00
• Bidding Documents and Services	$9,400.00
Total	**$47,100.00**

AUTHORIZATION

I trust that the information we have provided is in line with your expectations. If you would like us to proceed with the above project, please sign the attached Agreement for Professional Services and return one (1) copy to my attention.

As always, Fehr Graham is willing to commit the necessary resources to this project and provide timely and competent solutions to assure that this project moves forward. We look forward to working with the Village on this project. If you should have any questions, please do not hesitate to contact me directly at (815) 394-4700.

Sincerely,

Seth Gronewold, PE
Principal

SWG:adn

Enclosure –
Agreement for Professional Services

FEHR GRAHAM
ENGINEERING & ENVIRONMENTAL

Client Frank Eubank
Village of Winnebago
108 West Main Street
Winnebago, IL 61108

815.335.2020

Description of Services:

Village of Winnebago - Engineering Services for Cunningham Road Water Main Replacement in Winnebago, IL

Fehr Graham will provide professional services as related to the above-referenced project in the Village of Winnebago, as detailed in the proposal letter, dated on June 27, 2024.

COST:

The fixed fee for performing the above services is $47,100.00

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

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

CLIENT:		CONSULTANT:	
Signature	Franklin J Eubank Jr	By	
Name	Franklin J. Eubank, Jr.	Name	Seth W. Gronewold
Title	Village President	Title	Principal
Date Accepted	July 16, 2024	Date Proposed	June 27, 2024
			24-1255

GENERAL CONDITIONS TO AGREEMENT FOR PROFESSIONAL SERVICES

1. The Client requests the professional services of Fehr Graham hereinafter called "The Consultant" as described herein.

2. The Consultant agrees to furnish and perform the professional service described in this Agreement in accordance with accepted professional standards. Consultant agrees to provide said services in a timely manner, provided, however, that Consultant shall not be responsible for delays in completing said services that cannot reasonably be foreseen on date hereof or for delays which are caused by factors beyond his control or delays resulting from the actions or inaction of any governmental agency. Consultant makes no warranty, expressed or implied, as to his findings, recommendations, plans and specifications or professional advice except that they were made or prepared in accordance with the generally accepted engineering practices.

3. It is agreed that the professional services described in the Agreement shall be performed for Client's account and that Client will be billed monthly for said services. A 1½% per month service charge will be incurred by Client for any payment due herein and not paid within 30 days of such billing which is equal to an ANNUAL PERCENTAGE RATE OF 18%. Partial payments will be first credited to the accrued service charges and then to the principal.

4. The Client and the Consultant each binds himself, his partners, successors, executors, and assigns to the other party to this agreement and to the partners, successor, executors, and assigns of such other party in respect to this agreement.

5. The Client shall be responsible for payment of all costs and expenses incurred by the Consultant for his account, including any such monies that the Consultant may advance for Client's account for purposes consistent with this Agreement.

6. The Consultant reserves the right to withdraw this Agreement if not accepted within 30 days.

7. A claim for lien will be filed within 75 days of the date of an invoice for services (last day of services rendered) unless the account is paid in full or other prior arrangements have been made. All attorney fees incurred by the Consultant due to the filing of said lien or the foreclosure thereof shall be borne by the Client.

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

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

8. The Consultant shall present, for the consideration of the Client, engineering and technical alternatives, based upon its knowledge and experience in accordance with accepted professional standards, with selection of alternatives and final decisions as requested by the client to be the sole responsibility of the Client.

9. Construction Phase Activities (When applicable) - In connection with observations of the work of the Contractor(s) while it is in progress the Consultant shall make visits to the site at intervals appropriate to the various stages of construction as the Consultant deems necessary in Agreement to observe as an experienced and qualified design professional the progress and quality of the various aspects of the Contractor(s)'s work. Based on information obtained during such visits and on such observation, the Consultant shall endeavor to determine in general if such work is proceeding in accordance with the Contract Documents and the Consultant shall keep the Client informed of the progress of the work.

   The purpose of the Consultant's visits to the site will be to enable the Consultant to better carry out the duties and responsibilities assigned to and undertaken by the Consultant during the Construction Phase, and, in addition, by exercise of the Consultant's efforts as an experienced and qualified design professional, to provide for the Client a greater degree of confidence that the completed work of the Contractor(s) will conform generally to the Contract Documents and that the integrity of the design concept as reflected in the Contract Documents has been implemented and preserved by the Contractor(s). The Consultant shall not, during such visits or as a result of such observations of Contractor(s)' work in progress, supervise, direct or have control over Contractor(s)' work nor shall the Consultant have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected by Contractor(s), for safety precautions and programs incident to the work of Contractor(s) or for any failure of Contractor(s) to comply with laws, rules, regulations, ordinances, codes, or orders applicable to Contractors(s) furnishing and performing their work. Accordingly, the Consultant can neither guarantee the performance of the construction contracts by Contractor(s) nor assume responsibility for Contractor(s)' failure to furnish and perform their work in accordance with the Contract Documents.

10. Estimates of Fees – When fees are on a time and material basis the estimated costs required to complete the services to be performed are made on the basis of the Consultant's experience, qualifications, and professional judgment, but are not guaranteed. If the costs appear likely to exceed the estimate in excess of 20%, the Consultant will notify the Client before proceeding. If the Client does not object to the additional costs within seven (7) days of notification, the increased costs shall be deemed approved by the Client.

11. The Consultant is responsible for the safety on site of his own employees. This provision shall not be construed to relieve the Client or the Contractor(s) from their responsibility for maintaining a safe work site. Neither the professional services of the Consultant, nor the presence of his employees or subcontractors shall be construed to imply that the Consultant has any responsibility for any activities on site performed by personnel other than the Consultant's employees or subcontractors.

12. Original survey data, field notes, maps, computations, studies, reports, drawings, specifications and other documents generated by the Consultant are instruments of service and shall remain the property of the Consultant. The Consultant shall provide copies to the Client of all documents specified in the Description of Services.

Any documents generated by the Consultant are for the exclusive use of the Client and any use by third parties or use beyond th of the document shall be at the sole risk of the Client. To the fullest extent permitted by law, the Client shall indemnify, defend and hold harmless the Consultant for any loss or damage arising out of the unauthorized use of such documents.

13. No claim may be asserted by either party against the other party unless an action on the claim is commenced within two (2) years after the date of the Consultant's final invoice to the Client.

14. If a Client's Purchase Order form or acknowledgment or similar form is issued to identify the agreement, authorize work, open accounts for invoicing, provide notices, or document change orders, the preprinted terms and condition of said Purchase Order shall be superseded by the terms hereof.

15. Standard of Care – Services performed by Consultant under this agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other representation expressed or implied, and no warranty or guarantee is included or intended in any report, opinion or document under this agreement.

16. Liability Insurance – Consultant will maintain such liability insurance as is appropriate for the professional services rendered as described in this Agreement. Consultant shall provide Certificates of Insurance to Client, upon Client's request, in writing.

17. Indemnification and Limitation of Liability – Client and Consultant each agree to indemnify and hold the other harmless, including their respective officers, employees, agents, members, and representatives, from and against liability for all claims, costs, losses, damages and expense, including reasonable attorney's fees, to the extent such claims, losses, damages or expenses are caused by the indemnifying party's acts, errors or omissions. The Client understands that for the compensation herein provided Consultant cannot expose itself to liabilities disproportionate to the nature and scope hereunder. Therefore, the Client agrees to limit Consultant's liability to the Client arising from Consultant's professional acts, errors or omissions, such that the total aggregate liability of Consultant shall not exceed $50,000 or Consultant's total fee for services rendered on this Project, whichever is less.

18. *IEPA Loan Project – The Owner intends to fund the design engineering services of the Engineer with a loan from the Illinois Environmental Protection Agency. In order to meet the rules of the IEPA Loan Program, the following provisions from Section 662.630 Contracts for Personal and Professional Services; Illinois Environmental Protection Agency, shall be followed:*

All Subagreements for personal and professional services for design or construction expected to exceed $25,000 in the aggregate shall include the following subagreement provisions:

a) *Subagreements for personal and professional construction services shall include:*

1) *Evidence, such as, but not limited to, a copy of the advertisement or advertisements and the record of negotiation in accordance with 40 CFR Part 33 that affirmative steps have been taken to assure that disadvantaged business enterprises are used when possible as sources of supplies, equipment, construction, and services consistent with the provisions of the Agency's Operating Agreement with USEPA.*

The ENGINEER agrees to take affirmative steps to assure that disadvantaged business enterprises are utilized when possible as sources of supplies, equipment, construction and services in accordance with the Public Water Supply Loan Program rules. As required by the award conditions of USEPA's Assistance Agreement with IEPA, the ENGINEER acknowledges that the fair share percentages are 5% for MBE's and 12% for WBE's.

2) *An audit and access to records clause that provides as follows:*

A) *Subsections (a)(2)(B) through (E) shall be included in all contracts and all subcontracts directly related to project services that are in excess of $25,000.*

B) *Books, records, documents and other evidence directly pertinent to performance of PWSLP loan work under this agreement shall be maintained consistent with generally accepted accounting standards in accordance with the American Institute of Certified Public Accountants Professional Standards. The Agency or any of its authorized representatives shall have access to the books, records, documents and other evidence for the purposes of inspection, audit and copying. Facilities shall be provided for access and inspection.*

C) *Audits conducted pursuant to this provision shall be in accordance with generally accepted auditing standards.*

D) *All information and reports resulting from access to records pursuant to subsection (a)(2)(B) shall be disclosed to the Agency. The auditing agency shall afford the engineer an opportunity for an audit exit conference and an opportunity to comment on the pertinent portions of the draft audit report. The final audit report shall include the written comments, if any, of the audited parties.*

E) *Records under subsection (a)(2)(B) shall be maintained and made available during performance of project services under this agreement and for three years after the final loan closing. In addition, those records that relate to any dispute pursuant to Section 369.650 (Disputes) of this Subpart, litigation, the settlement of claims arising out of project performance, costs or items to which an audit exception has been taken shall be maintained and made available for three years after the resolution of the appeal litigation, claim or exception.*

3) *A covenant against contingent fees clause as follows:*

"The professional services contractor warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bonafide employees. For breach or violation of this warranty, the loan recipient shall have the right to annul this agreement without liability or in its discretion to deduct from the contract price or consideration or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee."

4) *A "Certification Regarding Debarment, Suspension, and Other Responsibility Matters" (EPA Form 5700-49) s with federal Executive Order 12549 (Appendix A, Exhibit A).*

The Consultant certifies that the person or persons performing the services for the loan project have not been debarred or suspended in accordance with federal EO12549.

5) *A description of the scope and extent of the project work (See City's Work Order).*

6) *The schedule for performance and completion of the contract work including, where appropriate, dates for completion of significant project tasks (See City's Work Order).*

7) *A method of compensation (see City's Work Order).*

8) *The ENGINEER shall not discriminate on the basis of race, color, or national origin or sex in the performance of this contract. The ENGINEER shall carry out the applicable requirements of 40 CFR Part 33 in the award and administration of contracts awarded under EPA financial assistance agreements. Failure by the ENGINEER to carry out these requirements is a material breach of this contract which may result in termination of this contract or other legally available remedies.*

b) *Subagreements for personal and professional design services shall include the subagreement provisions contained in subsections (a)(2) through (a)(4). In addition, the subagreements shall be accompanied by a statement regarding the use of disadvantaged business enterprises during the design service phase.*

c) *If, at the time of contract execution, any of the elements required in this Section 662.630 cannot be defined adequately for later tasks, those tasks shall not be included in the contract at that time.*

d) *Construction Engineering work will be completed by_____.*

19. Allocation of Risk – Consultant and Client acknowledge that, prior to the start of this Agreement, Consultant has not generated, handled, stored, treated, transported, disposed of, or in any way whatsoever taken responsibility for any toxic substance or other material found, identified, or as yet unknown at the Project premises. Consultant and Client further acknowledge and understand that the evaluation, management, and other actions involving toxic or hazardous substances that may be undertaken as part of the Services to be performed by Consultant, including subsurface excavation or sampling, entails uncertainty and risk of injury or damage. Consultant and Client further acknowledge and understand that Consultant has not been retained to serve as an insurer of the safety of the Project to the Client, third parties, or the public.

    Client acknowledges that the discovery of certain conditions and/or taking of preventative measures relative to these conditions may result in a reduction of the property's value. Accordingly, Client waives any claim against Consultant and agrees to indemnify, defend, and hold harmless Consultant and its subcontractors, consultants, agents, officers, directors, and employees from any claim or liability for injury or loss allegedly arising from procedures associated with environmental site assessment (ESA) activities or the discovery of actual or suspected hazardous materials or conditions. Client releases Consultant from any claim for damages resulting from or arising out of any pre-existing environmental conditions at the site where the work is being performed which was not directly or indirectly caused by and did not result from, in whole or in part, any act or omission of Consultant or subcontractor, their representatives, agents, employees, and invitees.

    If, while performing the Services set forth in any Scope of Services, pollutants are discovered that pose unanticipated or extraordinary risks, it is hereby agreed that the Scope of Services, schedule, and costs will be reconsidered and that this Agreement shall immediately become subject to renegotiation or termination. Client further agrees that such discovery of unanticipated hazardous risks may require Consultant to take immediate measures to protect health and safety or report such discovery as may be required by law or regulation. Consultant shall promptly notify Client upon discovery of such risks. Client, however, hereby authorizes Consultant to take all measures Consultant believes necessary to protect Consultant and Client personnel and the public. Furthermore, Client agrees to compensate Consultant for any additional costs associated with such measures.

20. In the event of legal action to construe or enforce the provisions of this agreement, the prevailing party shall be entitled to collect reasonable attorney fees, court costs and related expenses from the losing party and the court having jurisdiction of the dispute shall be authorized to determine the amount of such fees, costs and expenses and enter judgment thereof.

21. Assignment - Neither party to this Agreement shall, without the prior written consent of the other party, which shall not be unreasonably withheld, assign the benefit or in any way transfer its obligations under this Agreement or any part hereof; provided, however, either Party may freely assign this Agreement to a parent, subsidiary or affiliate without the other party's consent. This Agreement shall inure to the benefit of and be binding upon the parties hereto, and except as otherwise provided herein, upon their executors, administrators, successors, and assigns.

22. Termination – The obligation to provide further services under this Agreement may be terminated by either party upon seven (7) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. In the event of any termination, Consultant will be paid for all services rendered to the date of receipt of written notice of termination, at Consultant's established chargeout rates, plus for all Reimbursable Expenses including a 15% markup.

23. Provision Severable – The unenforceability or invalidity of any provisions hereof shall not render any other provisions herein contained unenforceable or invalid.

24. Governing Law and Choice of Venue – Client and Consultant agree that this Agreement will be governed by, construed, and enforced in accordance with the laws of the State of Illinois. If there is a lawsuit, Client and Consultant agree that the dispute shall be submitted to the jurisdiction of the Illinois District Court in and for Stephenson County, Illinois.

Agenda Item Executive Summary

Item Name	A RESOLUTION AUTHORIZING IN-HOUSE CONSTRUCTION OF THE CLAYTON COURT WATER MAIN LOOP	Committee or Board	Board

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

EXECUTIVE SUMMARY

The Village of Winnebago intends to proceed with the in-house construction of the Clayton Court water main loop, transitioning from the previously considered bid process. This decision follows completion of engineering design and aims to achieve cost savings and maintain control over construction quality.

The scope of work includes the directional boring and fusing of an 8" HDPE water main line from Soper Street to Cunningham Road. Kelsey Excavating, Inc. will perform specialized boring under Clayton Court and from Cunningham Road under the creek, with quoted costs totaling $37,000. Materials for the project will be sourced based on a quote from Core & Main, totaling approximately $31,754.50. The total estimated construction cost remains under the $80,000 not-to-exceed threshold.

The Clayton Court and Cunningham corridors have been a major source of water main breaks as well, costing village resources with each incident.

A formal resolution authorizing this shift to in-house construction and allocation of funds will be presented for approval.

ATTACHMENTS (PLEASE LIST)

Resolution, Core & Main Material Bid Proposal, Estimate 2025-27 from Kelsey Excavating, Inc., Estimate 2025-28 from Kelsey Excavating, Inc.

ACTION REQUESTED

☐For Discussion Only

☒Resolution

☐Ordinance

☒Motion:

MOTION: I MOVE TO APPROVE A RESOLUTION 2025-__R, RESOLUTION AUTHORIZING IN-HOUSE CONSTRUCTION OF THE CLAYTON COURT WATER MAIN LOOP IN AN AMOUNT NOT TO EXCEED $80,000 FROM FUND 51-44-542.

Staff:	Joseph Dienberg, Village Administrator Chad Insko, Director of Public Works	Date:	6/4/2025

RESOLUTION NO. 2025- _____R

A RESOLUTION AUTHORIZING THE VILLAGE OF WINNEBAGO PUBLIC WORKS DEPARTMENT TO CONSTRUCT THE CLAYTON COURT WATER MAIN LOOP IN-HOUSE WITH A NOT-TO-EXCEED AMOUNT OF $80,000

WHEREAS, the Village of Winnebago ("Village") is committed to improving and maintaining its water infrastructure to ensure reliable service and fire protection for its residents; and

WHEREAS, the Clayton Court Water Main Looping Project was approved in the 2024 and 2025 Operations & Maintenance Budget and engineered under approved task orders with Fehr Graham, with the design phase now complete; and

WHEREAS, the project experienced delays due to the need to obtain additional easements along the former McRoberts Street Right-of-Way, which were successfully secured in 2025, allowing the project to move forward; and

WHEREAS, the project will connect water mains from Soper Street to Cunningham Road, eliminating dead-end mains, replacing and adding fire hydrants, and significantly improving system circulation and fire flow capacity, while maintaining compliance with Illinois Environmental Protection Agency (IEPA) requirements; and

WHEREAS, the Public Works Department has reviewed the project and determined that in-house construction—utilizing contracted directional boring and Village-sourced materials—will be a cost-effective and efficient means of completion; and

WHEREAS, the Village Board desires to authorize the Public Works Department to complete the Clayton Court Water Main Loop project in-house, with a not-to-exceed construction budget of $80,000 to include materials, contracted services, and labor;

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

SECTION I: APPROVAL OF IN HOUSE CONSTRUCTION

The Village of Winnebago Public Works Department is hereby authorized to proceed with the in-house construction of the Clayton Court Water Main Loop Project, including any required

procurement and contractor coordination necessary for directional boring and completion. The Director of Public Works shall oversee the project and report progress to the Village Administrator.

SECTION II: NOT-TO-EXCEED AMOUNT

The total project expenditures shall not exceed $80,000, including labor, materials, and other necessary costs related to the completion of the project.

SECTION III: EFFECTIVE DATE

This resolution shall be effective immediately from and after its passage and approval as provided by law.

APPROVED this _____ day of _____, 2025

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: _____

Bid Proposal for Winnebago Clayton Court

VILLAGE OF WINNEBAGO
Job Location: Winnebago, IL
Bid Date: 05/19/2025
Core & Main Bid #: 4218496

Core & Main
6829 Irene Rd
Belvidere, IL 61008
Phone: 8155443458
Fax: 8155443474

Seq#	Qty	Description	Units	Price	Ext Price
10	1200	8 DIPS DR11 HDPE PIPE BLK/BLUE STRIPE 200 PSI	FT	14.70	17,640.00
		LEAD TIME 2-3 WEEKS			
30	1	COPPERHEAD TW 1045B-EHS-1000 10GA BLUE 1000' SOLOSHOT	RL	491.47	491.47
		EHS-CCS PE45 COPPER CLAD TRACER WIRE			
40	1	COPPERHEAD TW 1045B-EHS-500 10GA BLUE 500' SOLOSHOT	RL	245.74	245.74
		EHS-CCS PE45 COPPER CLAD TRACER WIRE			
50	1	8X6 MJ RED C153 USA	EA	180.19	180.19
60	1	6 STAR 4006 PVC REST SB USA STARBOND L/ACC PVCS4006G2DD	EA	71.00	71.00
70	1	6" MJ REGULAR GASKET DOMESTIC	EA	N/C	N/C
80	3	8 A2361-23 MJ RW GV OL L/ACC	EA	1,851.00	5,553.00
90	3	VALVE BOX ADAPTOR II TYPE F	EA	50.00	150.00
100	3	664S VALVE BOX ASSY W/LID DOM ASSEMBLED FROM COMPONENT PARTS	EA	265.00	795.00
140	1	8 MJ ANCH TEE C153 USA	EA	559.94	559.94
150	9	8" SDR11 DIPS PEXMJ ADAPT	EA	124.00	1,116.00
160	9	8 MJ FOLLOWER GLAND F/DIP USA	EA	20.06	180.54
170	10	8" MJ REGULAR GASKET DOMESTIC	EA	5.77	57.70
180	54	3/4X7 T-HEAD B&N COR BLUE	EA	9.75	526.50
190	12	3/4X4 T-HEAD B&N COR BLUE	EA	N/C	N/C
200	3	8 DIPS SDR11 CASCADE STIFFENER	EA	108.00	324.00
210	1	ALPHA-XL-9.40 8 CPLG 9.05-9.40 OD	EA	1,020.00	1,020.00
220	3	H15451N 2 BRS ADPT 110 COMP CTSXFIPT NO LEAD	EA	123.94	371.82
230	3	2X1-1/2 BRASS BUSHING NL (I) NO LEAD	EA	18.25	54.75
240	3	H15428N 1-1/2 BRS ADPT 110 COMP CTSXMIPT NO LEAD	EA	78.95	236.85
260	85	MILEAGE ONE WAY TO JOB SITE	EA	2.50	212.50
270	1	DAILY PER DIEM RATE	EA	200.00	200.00
280	8	TECHNICIAN CHARGES	EA	135.00	1,080.00
290	85	MILEAGE ONE WAY TO JOB SITE	EA	2.50	212.50
310	0	INBOUND FREIGHT	EA	750.00	0.00
320	1	TRACSTAR _28_ W/ DL6	DAY	475.00	475.00
330	0	OUTBOUND FREIGHT	EA	750.00	0.00
				Tax	0.00
				Total	**31,754.50**

UNLESS OTHERWISE SPECIFIED HEREIN, PRICES QUOTED ARE VALID IF ACCEPTED BY CUSTOMER AND PRODUCTS ARE RELEASED BY CUSTOMER FOR MANUFACTURE WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THIS QUOTATION. CORE & MAIN LP RESERVES THE RIGHT TO INCREASE PRICES TO ADDRESS FACTORS, INCLUDING BUT NOT LIMITED TO, GOVERNMENT REGULATIONS, TARIFFS, TRANSPORTATION, FUEL AND RAW MATERIAL COSTS. DELIVERY WILL COMMENCE BASED UPON MANUFACTURER LEAD TIMES. ANY MATERIAL DELIVERIES DELAYED BEYOND MANUFACTURER LEAD TIMES MAY BE SUBJECT TO PRICE INCREASES AND/OR APPLICABLE STORAGE FEES. THIS BID PROPOSAL IS CONTINGENT UPON BUYER'S ACCEPTANCE OF SELLER'S TERMS AND CONDITIONS OF SALE, AS MODIFIED FROM TIME TO TIME, WHICH CAN BE FOUND AT: https://coreandmain.com/terms-of-sale/

THIS BID MAY INCLUDE GLOBALLY SOURCED (IMPORTED) MATERIALS THAT ARE SUBJECT TO CHANGING TARIFFS. PRICES ARE SUBJECT TO CHANGE DUE TO POTENTIAL ADDITIONAL TARIFFS IMPOSED BY THE U.S. GOVERNMENT. IF IMPOSED, PRICES WILL INCREASE BY THE SAME PERCENTAGE AND WILL BE EFFECTIVE ON THE DATE THAT THE NEW TARIFFS ARE IMPLEMENTED. THESE ITEMS SHOULD BE PURCHASED WITH HASTE TO AVOID ANY ADDITIONAL RISING TARIFF COSTS.

ESTIMATE

Kelsey Excavating, Inc.
17855 W CAMPBELL RD
DAVIS, IL 610199207

kelseyexc@gmail.com
+1 (815) 239-2801

Bill to
Village of Winnebago
108 West Main Street
Winnebago, IL 61088

Estimate details
Estimate no.: 2025-27
Estimate date: 05/28/2025

#	Product or service	Description	Qty	Rate	Amount
1.	**Quote**	Bore 8" pipe from Cunningham Rd, North under creek to the old sewer plant area City to supply all materials *Boring only	1	$19,000.00	$19,000.00

Total **$19,000.00**

Accepted date **Accepted by**

ESTIMATE

Kelsey Excavating, Inc.
17855 W CAMPBELL RD
DAVIS, IL 610199207

kelseyexc@gmail.com
+1 (815) 239-2801

Bill to
Village of Winnebago
108 West Main Street
Winnebago, IL 61088

Estimate details
Estimate no.: 2025-28
Estimate date: 05/28/2025

#	Product or service	Description	Qty	Rate	Amount
1.	**Quote**	Bore 6" pipe under Clayton Ct Village to supply all materials *Boring only	1	$18,000.00	$18,000.00

Total **$18,000.00**

Accepted date **Accepted by**

Agenda Item Executive Summary

Item Name	Resolution Authorizing Reimbursable Expenditure for Less Lethal Equipment Already Received from Axon Enterprise, Inc. Through Grant Funds	Committee or Board	Board

BUDGET IMPACT			
Amount:	Not to exceed $15,686.00	*Budgeted:*	Yes
List what fund:	01-43-830		

EXECUTIVE SUMMARY

The approved 2025 Police Department budget includes the purchase of five (5) Axon Taser 10 devices, along with the necessary equipment, training, and implementation resources for the first year of operation. To support this initiative, the Police Department applied for and was awarded funding in 2024 through the Illinois Law Enforcement Alarm System (ILEAS) Less-Lethal Grant program. The grant award totals **$15,686.00** and covers a specific set of equipment essential for deploying the new Axon Tasers (see attached quote). Axon operates on a subscription-based sales model, resulting in an estimated recurring annual cost of **$1,440.25** over the next four years. This amount includes support, maintenance, warranty services, and licensing fees.

It is important to note that certain items were not covered by the grant, including conductive training targets and access to Evidence.com. Additionally, the grant only provides duty and training cartridges for the first year; the cost of cartridges for years 2 through 5 is included in the annual subscription.

The grant operates on a reimbursement basis. Following the receipt of all grant-approved equipment and verification via submitted packing slips, the department submitted documentation to ILEAS and has received the reimbursement funds. These funds are now available and need to be applied toward the outstanding invoice from Axon (invoice attached).

The department currently uses three (3) Axon Taser X26 units, a model that will soon be unsupported. Axon has announced it will no longer repair these units or supply compatible cartridges. Given this discontinuation, transitioning to the Taser 10 model is both necessary and timely.

ATTACHMENTS (PLEASE LIST)

Axon Quote # Q-618479-45580.903BC, Axon Invoice # INUS315392, ILEAS Check #0297, Draft Resolution

ACTION REQUESTED

- ☐ For Discussion Only
- ☑ Resolution
- ☐ Ordinance
- ☑ Motion

MOTION: I MOVE TO APPROVE RESOLUTION 2025-__ R, A RESOLUTION AUTHORIZING REIMBURSABLE EXPENDITURE FOR LESS LETHAL EQUIPMENT ALREADY RECEIVED FROM AXON ENTERPRISE, INC. THROUGH GRANT FUNDS

Staff:	Chief White	Date:	June 4, 2025

Axon Enterprise, Inc.
17800 N 85th St.
Scottsdale, Arizona 85255
United States
VAT: 86-0741227
Domestic: (800) 978-2737
International: +1.800.978.2737

Q-618479-45580.903BC

Issued: 10/15/2024
Quote Expiration:
Estimated Contract Start Date: 02/15/2025
Account Number: 470881
Payment Terms:
Delivery Method:

SHIP TO	BILL TO
Winnebago Police Dept - IL 108 W Main St Winnebago, IL 61088-8579 USA	Winnebago Police Dept - IL 108 W Main St Winnebago IL 61088-8579 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Bobby Clardy Phone: 4807404134 Email: bclardy@axon.com Fax:	Jeff White Phone: (815) 335-2020 Email: white@bagopolice.com Fax: (276) 386-6574

Quote Summary

Program Length	60 Months
TOTAL COST	$21,447.00
ESTIMATED TOTAL W/ TAX	$21,447.00

Discount Summary

Average Savings Per Year	$1,934.40
TOTAL SAVINGS	$9,672.00

Payment Summary

Date	Subtotal	Tax	Total
Jan 2025	$15,686.00	$0.00	$15,686.00
Jan 2026	$1,440.25	$0.00	$1,440.25
Jan 2027	$1,440.25	$0.00	$1,440.25
Jan 2028	$1,440.25	$0.00	$1,440.25
Jan 2029	$1,440.25	$0.00	$1,440.25
Total	**$21,447.00**	**$0.00**	**$21,447.00**

Q-618479-45580.903BC

Quote Unbundled Price:	**$31,119.00**
Quote List Price:	**$24,372.00**
Quote Subtotal:	**$21,447.00**

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
Program									
C00010	BUNDLE - TASER 10 CERTIFICATION	5	60	$103.73	$81.24	$71.49	$21,447.00	$0.00	$21,447.00
Total							**$21,447.00**	**$0.00**	**$21,447.00**

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
BUNDLE - TASER 10 CERTIFICATION	100390	AXON TASER 10 - HANDLE - YELLOW CLASS 3R	5	2	01/15/2025
BUNDLE - TASER 10 CERTIFICATION	100393	AXON TASER 10 - MAGAZINE - LIVE DUTY BLACK	5	1	01/15/2025
BUNDLE - TASER 10 CERTIFICATION	100394	AXON TASER 10 - MAGAZINE - HALT TRAINING BLUE	2	1	01/15/2025
BUNDLE - TASER 10 CERTIFICATION	100395	AXON TASER 10 - MAGAZINE - LIVE TRAINING PURPLE	2	1	01/15/2025
BUNDLE - TASER 10 CERTIFICATION	100396	AXON TASER 10 - MAGAZINE - INERT RED	2	1	01/15/2025
BUNDLE - TASER 10 CERTIFICATION	100399	AXON TASER 10 - CARTRIDGE - LIVE	100	1	01/15/2025
BUNDLE - TASER 10 CERTIFICATION	100400	AXON TASER 10 - CARTRIDGE - HALT	30	1	01/15/2025
BUNDLE - TASER 10 CERTIFICATION	100401	AXON TASER 10 - CARTRIDGE - INERT	50	1	01/15/2025
BUNDLE - TASER 10 CERTIFICATION	100616	AXON TASER 10 - HOLSTER - BLACKHAWK - RH	4	1	01/15/2025
BUNDLE - TASER 10 CERTIFICATION	100617	AXON TASER 10 - HOLSTER - BLACKHAWK - LH	1	1	01/15/2025
BUNDLE - TASER 10 CERTIFICATION	20018	AXON TASER - BATTERY PACK - TACTICAL	1	1	01/15/2025
BUNDLE - TASER 10 CERTIFICATION	20018	AXON TASER - BATTERY PACK - TACTICAL	5	1	01/15/2025
BUNDLE - TASER 10 CERTIFICATION	70033	AXON - DOCK WALL MOUNT - BRACKET ASSY	1	1	01/15/2025
BUNDLE - TASER 10 CERTIFICATION	71019	AXON BODY - DOCK POWERCORD - NORTH AMERICA	1	1	01/15/2025
BUNDLE - TASER 10 CERTIFICATION	74200	AXON TASER - DOCK - SIX BAY PLUS CORE	1	1	01/15/2025
BUNDLE - TASER 10 CERTIFICATION	80087	AXON TASER - TARGET - CONDUCTIVE PROFESSIONAL RUGGEDIZED	1	1	01/15/2025
BUNDLE - TASER 10 CERTIFICATION	80090	AXON TASER - TARGET FRAME - PROFESSIONAL 27.5 IN X 75 IN	1	1	01/15/2025
BUNDLE - TASER 10 CERTIFICATION	100399	AXON TASER 10 - CARTRIDGE - LIVE	20	1	01/15/2026
BUNDLE - TASER 10 CERTIFICATION	100400	AXON TASER 10 - CARTRIDGE - HALT	40	1	01/15/2026
BUNDLE - TASER 10 CERTIFICATION	100399	AXON TASER 10 - CARTRIDGE - LIVE	10	1	01/15/2027
BUNDLE - TASER 10 CERTIFICATION	100400	AXON TASER 10 - CARTRIDGE - HALT	40	1	01/15/2027
BUNDLE - TASER 10 CERTIFICATION	100399	AXON TASER 10 - CARTRIDGE - LIVE	20	1	01/15/2028
BUNDLE - TASER 10 CERTIFICATION	100400	AXON TASER 10 - CARTRIDGE - HALT	40	1	01/15/2028
BUNDLE - TASER 10 CERTIFICATION	100399	AXON TASER 10 - CARTRIDGE - LIVE	10	1	01/15/2029
BUNDLE - TASER 10 CERTIFICATION	100400	AXON TASER 10 - CARTRIDGE - HALT	40	1	01/15/2029

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BUNDLE - TASER 10 CERTIFICATION	101180	AXON TASER - DATA SCIENCE PROGRAM	5	02/15/2025	02/14/2030
BUNDLE - TASER 10 CERTIFICATION	20248	AXON TASER - EVIDENCE.COM LICENSE	1	02/15/2025	02/14/2030
BUNDLE - TASER 10 CERTIFICATION	20248	AXON TASER - EVIDENCE.COM LICENSE	5	02/15/2025	02/14/2030

Services

Bundle	Item	Description	QTY
BUNDLE - TASER 10 CERTIFICATION	100751	AXON TASER 10 - REPLACEMENT ACCESS PROGRAM - DUTY CARTRIDGE	5
BUNDLE - TASER 10 CERTIFICATION	101193	AXON TASER - ON DEMAND CERTIFICATION	1

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BUNDLE - TASER 10 CERTIFICATION	100704	AXON TASER 10 - EXT WARRANTY - HANDLE	5	01/15/2026	02/14/2030
BUNDLE - TASER 10 CERTIFICATION	80374	AXON TASER - EXT WARRANTY - BATTERY PACK T7/T10	1	01/15/2026	02/14/2030
BUNDLE - TASER 10 CERTIFICATION	80374	AXON TASER - EXT WARRANTY - BATTERY PACK T7/T10	5	01/15/2026	02/14/2030
BUNDLE - TASER 10 CERTIFICATION	80396	AXON TASER - EXT WARRANTY - DOCK SIX BAY T7/T10	1	01/15/2026	02/14/2030

Invoice

Axon Enterprise Inc.
PO BOX 29661
DEPARTMENT 2018
PHOENIX, AZ 85038-9661
Ph: 1-480-991-0797, option 5, option 1
arinquiries@axon.com
www.axon.com
TIN: 86-0741227
DUNS Number: 832176382
UEI Number: TBW7MGPYURM7

Invoice ID	INUS315392
Invoice Account	470881
Date	15-Jan-25
Payment Term	Net 30 days
PO/DO #	
Quote #	Q-618479,
Sales Order #	
Terms of Delivery	FCA
Customer Reference	Q-618479,

BILL TO
Winnebago Police Dept - IL
108 W Main St
Winnebago, IL 61088-8579
USA

SHIP TO
Winnebago Police Dept - IL
108 W Main St
Winnebago, IL 61088-8579
USA

Ship to*	Bundled Item Number	Bundled Description	Bundled Quantity	Invoice Plan %	Amount
1	C00010	BUNDLE - TASER 10 CERTIFICATION	5.00	73.13843%	15,686.00
				Bundled Line Subtotal	**15,686.00**

Line No.	Ship to*	Item Number	Description	Quantity	Unit Price	Subtotal	Invoice Plan %	Amount
						Item Line Subtotal		**0.00**

Sales Amount	15,686.00
Misc. Charge	0.00
Discount	0.00
Sales Tax	0.00
Total	15,686.00
Credit Amount(s) Applied	0.00
Amount Received	0.00
BALANCE DUE USD	**15,686.00**

Payment Due **14-Feb-25**

PAYMENT REMITTANCE INFORMATION

For ACH/EFT Payment: (Preferred Method)		For Wire Transfers		For Check Payments Mail To:	For Overnight Check Payments Mail
Account Name	Axon Enterprise, Inc.	Beneficiary	Axon Enterprise, Inc.	Axon Enterprise, Inc. PO BOX 29661 DEPARTMENT 2018 PHOENIX, AZ 85038-9661 Reference No INUS315392	Axon Enterprise, Inc. JPMorgan Chase (AZ1-2170) Attn: Axon Enterprises 29661-2018 2108 E Elliot Rd, Tempe, AZ 85283 Reference No INUS315392
Account Number	634912729	Account Number	634912729		
Bank Routing No	122100024	Bank Routing No	021000021		
Reference No	INUS315392	SWIFT Code	CHASUS33		
		Reference No	INUS315392		

Please reference the invoice number on your ACH, Wire or Check payment and send to AR@axon.com

Important Note: By selecting the wire transfer payment method, you agree to accept the processing & transaction fees charged by the bank relating to this wire

ILEAS Illinois Law Enforcement Alarm System

ILEAS ICJIA Grant 10/10
1701 E MAIN ST
URBANA, IL 61802-2836

PNC BANK, NATIONAL ASSOCIATION
70-2189/719

05/07/2025

PAY TO THE ORDER OF Winnebago Police Department

$ **15,686.00

Fifteen thousand six hundred eighty-six and 00/100********** DOLLARS

© 2021 INTUIT INC. 1-800-433-8810

PROTECTED AGAINST FRAUD

Winnebago Police Department
108 West Main St.
Winnebago, IL 61088

TWO SIGNATURES ARE REQUIRED

MEMO

⑈000297⑈ ⑆071921891⑆ 4745798756⑈

0297

ILEAS ICJIA Grant
05/07/2025 Winnebago Police Department

Date	Type	Reference	Original Amount	Balance Due	Payment
05/06/2025	Bill	5 Taser 10	15,686.00	15,686.00	15,686.00
			Check Amount		15,686.00

1027 ICJIA Less Leth 15,686.00

RESOLUTION NO. 2025-____R

A RESOLUTION AUTHORIZING REIMBURSABLE EXPENDITURE FOR LESS LETHAL EQUIPMENT ALREADY RECEIVED FROM AXON ENTERPRISE, INC. THROUGH GRANT FUNDS

WHEREAS, the Village of Winnebago Police Department has included in the approved Fiscal Year 2025 budget the purchase of five (5) Axon Taser 10 devices, along with associated equipment, training, and first-year implementation resources, as part of its effort to transition from outdated Taser X26 units, which are no longer supported by the manufacturer; and

WHEREAS, to support this initiative, the Police Department applied for and was awarded a grant in 2024 through the Illinois Law Enforcement Alarm System (ILEAS) Less-Lethal Grant Program in the amount of Fifteen Thousand Six Hundred Eighty-Six Dollars ($15,686.00); and

WHEREAS, although the original grant terms indicated that ILEAS would directly purchase and provide the equipment, the disbursement process was later revised to require the Village to make the purchase and then seek reimbursement; and

WHEREAS, the Village has received all grant-approved equipment from Axon Enterprise, Inc., submitted the necessary documentation and packing slips to ILEAS, and has received the full reimbursement amount of $15,686.00; and

WHEREAS, the purchase includes a subscription-based service from Axon, with an estimated recurring annual cost of $1,440.25 over the next four years to cover maintenance, support, warranty services, and licensing fees; and

WHEREAS, the total cost for the covered equipment was anticipated and is included in the Village's adopted 2025 budget under line item 01-43-830;

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

SECTION I: AUTHORIZATION OF AGREEMENT SIGNING

The Chief of Police is hereby authorized to approve payment in the amount of Fifteen Thousand Six Hundred Eighty-Six Dollars ($15,686.00) to Axon Enterprise, Inc. for the less lethal equipment received under the ILEAS grant.

DRAFT

SECTION II: SCOPE OF PURCHASE

The agreement authorizes the purchase of the five (5) Axon Taser 10 devices. Said purchase shall be made with funds expended from budget line item 01-43-830.

SECTION III: BINDING EFFECT

This resolution shall be binding, and all actions taken in accordance with the resolution shall be deemed official and enforceable under the applicable laws of the Illinois.

SECTION IV: EFFECTIVE DATE

This resolution shall take effect immediately upon its passage.

APPROVED this _____ day of _____, 2025

_____
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: _____

Agenda Item Executive Summary

Item Name	Firecracker 5K Road Closure	Committee or Board	Board

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

EXECUTIVE SUMMARY

The Winnebago Park District is requesting a road closure for their Firecracker 5K race on Saturday, June 28, 2025. The 5k will begin at its traditional starting and finishing point at 103 N. Benton Street, near Memorial Park. The race will begin at 8:00 a.m. The route is attached.

The appropriate certificate of insurance has been submitted by the Winnebago Park District and reviewed by staff. If any changes are necessary, those will be communicated. A map of the route is also attached and has been reviewed by the Police Department with no issues presented.

ATTACHMENTS (PLEASE LIST)

Certificate of Insurance, 5K Route

ACTION REQUESTED

☐For Discussion Only

☐Resolution

☐Ordinance

☒Motion:

MOTION: I move to approve the road closure for the Firecracker 5k on Saturday, June 28, 2025.

Staff: Joseph Dienberg, Village Administrator Date: 6/4/2025

IPARKS
Illinois Parks Association Risk Services

Certificate No.: 2
Member Number: 0134

CERTIFICATE OF COVERAGE

This Certificate is issued as a matter of information only and confers no rights upon the Certificate holder. This Certificate does not amend, extend or alter the coverage afforded by the coverage document(s) listed below.

NAME & ADDRESS OF MEMBER: Winnebago Park District
P. O. Box 516
Winnebago, IL 61088

This is to certify that the coverage document(s) listed below have been issued to the Member named above and are in force at this time. Notwithstanding any requirement, term or condition of any agreement or other document with respect to which this Certificate may be issued or may pertain, the coverage(s) afforded is subject to all the terms, exclusions and conditions of the Coverage Agreement(s).

TYPE OF COVERAGE	EFFECTIVE DATE	EXPIRATION DATE	LIMIT OF COVERAGE
General Liability	11/30/2024	11/30/2025	$2,000,000

CANCELLATION: Should the above described coverage document(s) be cancelled, the Illinois Parks Association Risk Services will endeavor to mail 30 days written notice to the below named Certificate holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the pool.

SPECIAL CONDITIONS/OTHER COVERAGES:
as respects your sponsored & controlled use of village property for your sponsored & controlled WPD Firecracker 5K event of 6/28/2025

NAME & ADDRESS OF CERTIFICATE HOLDER:
Village of Winnebago
108 West Main Street
Winnebago, IL 61088

DATE ISSUED: 3/8/2025

Parker Chambers
Authorized Representative

FIRECRACKER 5K ROUTE

Start at ORS (Benton and Main)
To McNair - T/L
To Heeren - T/L
Around to Sheriden - T/L
To School - T/R
To Swift - T/R
To Soper - T/L
To Booker - T/L
To Winnebago - T/L
To Swift - T/R
To Cunningham - T/L
To Benton - T/L
To Soper - T/L
To Pecatonica - T/R
To Runyard - T/R
To Benton - T/R

Agenda Item Executive Summary

Item Name	Line-Item Transfers May 2025	Committee or Board	Board

BUDGET IMPACT

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

EXECUTIVE SUMMARY

Staff is recommending the village board make the following line-item transfers to cover specific needs that arose throughout the year. These adjustments do not affect the overall budget's bottom line; rather, they reallocate funds that have been unspent between line items to address unexpected costs. To maintain financial transparency, staff has provided a list of the primary factors impacting the proposed line-item transfers:

- **Engineering:** Community Development Fund Escrow Spent for engineering review costs for various developments.

These transfers are about managing budget flexibility within approved limits, ensuring we stay within our total budget allocation.

ATTACHMENTS (PLEASE LIST)

Proposed Line-Item Transfers

ACTION REQUESTED

☐For Discussion Only

☐Resolution

☐Ordinance

☒Motion:

MOTION: I MOVE TO APPROVE THE PROPOSED LINE-ITEM TRANSFERS AS PRESENTED.

Staff:	Dana Novinson, Village Treasurer	Date:	05/21/24

Line Item Transfers as of May 2025

Fund 17	COMMUNITY DEVEL. EXPENSE	2025 Budget Original	From (Credit)	To (Debit)	2025 Budget Proposed
17- 47-998	DEVELOPMENT ESCROW REFUND	40,000.00	2089.75		37,910.25
17- 47-532	ENGINEERING	5,000.00		2,089.75	7,089.75
TOTAL COMMUNITY DEVELOPMENT		45,000.00	2,089.75	2,089.75	45,000.00

Agenda Item Executive Summary

Item Name	A RESOLUTION FORMALLY ADOPTING THE VILLAGE OF WINNEBAGO STRATEGIC PLAN FOR 2025–2028	Committee or Board	Board

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

EXECUTIVE SUMMARY

This resolution formally adopts the Village of Winnebago Strategic Plan for 2025–2028, developed in collaboration with the Northern Illinois University Center for Governmental Studies (NIU-CGS). The plan represents the Village's first formal strategic planning effort and reflects a comprehensive process that included community engagement, leadership workshops, and expert facilitation. Four strategic priority areas were identified: Economic Development and Business Growth, Infrastructure Improvements and Public Services, Communication and Engagement, and Organizational Advancement. The plan serves as a foundational guide for policymaking, budgeting, and operations over the next three years, with a commitment to annual reviews and a full plan refresh in 2028. This resolution ensures the Village aligns its initiatives with shared long-term goals to support sustainable growth and civic engagement.

ATTACHMENTS (PLEASE LIST)

Resolution, Village of Winnebago 2025–2028 Strategic Plan (Full Report), Sample Press Release

ACTION REQUESTED

☐For Discussion Only

☒Resolution

☐Ordinance

☒Motion:

MOTION: I MOVE TO APPROVE RESOLUTION 2025-__ R, A RESOLUTION FORMALLY ADOPTING THE VILLAGE OF WINNEBAGO STRATEGIC PLAN FOR 2025–2028

Staff:	Joey Dienberg, Village Administrator	Date:	6/4/2025

FOR IMMEDIATE RELEASE
[DATE]

FOR FURTHER INFORMATION
VILLAGE ADMINISTRATOR JOSEPH DIENBERG
815-335-2020 / JDIENBERG@WINNEBAGOIL.GOV

VILLAGE OF WINNEBAGO ADOPTS FIRST-EVER STRATEGIC PLAN TO GUIDE GROWTH AND COMMUNITY PRIORITIES THROUGH 2028

WINNEBAGO, IL — The Village of Winnebago is proud to announce the adoption of its 2025–2028 Strategic Plan, marking a significant milestone in the Village's commitment to responsible growth, transparent governance, and long-term community vitality.

The strategic plan, developed in partnership with the Northern Illinois University Center for Governmental Studies (NIU-CGS), reflects months of work to define a shared vision for the Village's future. Guided by public input, staff expertise, and elected leadership, the plan outlines clear priorities and measurable goals across four strategic areas: Economic Development and Business Growth, Infrastructure Improvements and Public Services, Communication and Engagement, and Organizational Advancement.

"Our goal is not just to have a plan—but to use it," said Village President Frank Eubank. "This Strategic Plan represents our dedication to serving residents with vision, responsibility, and action."

Inclusive Planning and Community Voice

Beginning in late 2024, the strategic planning process included multiple community focus groups, leadership interviews, and a planning workshop with Village officials and staff. These sessions surfaced a wide range of priorities—from revitalizing the business districts to modernizing Village infrastructure and increasing community engagement.

Key themes from stakeholders included:

- Support for commercial and residential development, particularly in the Willingham subdivision and Winnebago Corners.
- Updated zoning and permitting processes to encourage economic growth and business retention.
- Expansion of community events, improved communication channels, and greater visibility of Village leadership.
- Modernization of Village facilities and services, including a potential new Village Hall, Police Department, and Community Center.

DRAFT

High-Priority Strategic Goals

The plan outlines a series of short-term and long-term goals, categorized by level of complexity. Among the top-ranked priorities:

- Updating the Village's comprehensive plan and Unified Development Ordinance (UDO) to streamline development and reduce regulatory red tape.
- Improving the Village website and launching a community newsletter, increasing public access to information and services.
- Creating a Capital Improvement Plan (CIP) to guide future infrastructure investments and identify funding sources for large-scale projects.

Next Steps and Implementation

The Strategic Plan will serve as a guiding document for both policy and operational decisions over the next three years. The Village is committed to reviewing progress regularly and adjusting priorities as needed.

"This is the first time the Village of Winnebago has embarked on a formal strategic planning effort," said Village Administrator Joey Dienberg. "The process allowed us to bring together residents, business owners, public servants across the community, our staff and the village board to align on what matters most—and how we can make it happen."

The full report is available on the Village's website at www.villageofwinnebago.com.

###

DRAFT

RESOLUTION NO. 2025-R-___

A RESOLUTION FORMALLY ADOPTING THE VILLAGE OF WINNEBAGO STRATEGIC PLAN FOR 2025–2028

WHEREAS, the Village of Winnebago recognizes the importance of long-range planning to guide effective governance, sustainable growth, infrastructure investment, and community well-being; and

WHEREAS, the Village engaged the Northern Illinois University Center for Governmental Studies (NIU-CGS) to facilitate a comprehensive strategic planning process, which included stakeholder input, environmental scanning, leadership workshops, and the identification and prioritization of strategic goals; and

WHEREAS, the Village Board and Village Staff have collaborated in a process that produced a shared vision and identified four strategic priority areas: Economic Development and Business Growth, Infrastructure Improvements and Public Services, Communication and Engagement, and Organizational Advancement; and

WHEREAS, the resulting Strategic Plan is intended to serve as a guiding document for policy, operations, budgeting, and project planning over a multi-year period, while remaining responsive to evolving community needs and conditions;

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

1. The Village of Winnebago **formally adopts** the **Strategic Plan 2025–2028**, as prepared by the Northern Illinois University Center for Governmental Studies and attached hereto as *Exhibit A*.

2. The Strategic Plan shall serve as a **rolling plan**, with the understanding that goals and priorities may evolve over time. The Village Board may update its priorities and consider conducting future strategic planning retreats and workshops annually or as needed.

3. The Village Administrator shall provide, **at a minimum**, an **annual update** to the Village Board on the status of the Strategic Plan's implementation, including progress made, emerging challenges, and any recommendations for revising goals or strategies.

4. The Village Board **intends** to conduct a full strategic planning **refresh in 2028**, including renewed community input, stakeholder engagement, and updated data to reflect the changing needs of the Village and its residents.

5. This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

FULL REPORT

Village of Winnebago

STRATEGIC PLANNING AND GOAL DEVELOPMENT INITIATIVE 2025-2028

PREPARED MARCH 2025

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

Strategic Plan Process Acknowledgements

VILLAGE OF WINNEBAGO BOARD OF TRUSTEES

Frank Eubank, *Village President*

Jason Ackerman, *Trustee*

John Kim, *Trustee*

Adam Lefevre, *Trustee*

Michael McKinnon, *Trustee*

Riley Pitney, *Trustee*

Andrew Smith, *Trustee*

Sally Jo Huggins, *Village Clerk*

VILLAGE OF WINNEBAGO ADMINISTRATIVE LEADERSHIP

Joey Dienberg, *Village Administrator*

Nicholas Haff, *Lieutenant*

Chad Insko, *Public Works Director*

Jimmy Johnson, *Superintendent of Streets and Fleets*

Dana Novinson, *Treasurer*

Kellie Symonds, *Deputy Clerk*

Jeff White, *Chief of Police*

VILLAGE OF WINNEBAGO COMMUNITY AND STAKEHOLDERS

The Village would also like to thank all the community members who participated in the stakeholder feedback phase of the process. An effective strategic plan includes feedback from stakeholders to ensure that needs and expectations are shared and understood by leaders of the organization.

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

Process facilitated by Northern Illinois University Center for Governmental Studies

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Village of Winnebago
Background

The Village of Winnebago began as Winnebago Township when it was settled by David Adams Holt in 1835. In 1849, the Village was officially named Elida. The Chicago and Galena Union Railroad, encouraged by Chicago merchants in all the urban communities, arrived in Rockford on the east side of the Rock River in August 1852. In 1853, the Railroad extended to the west from Rockford to Freeport, forging a track through Elida (Winnebago) and Pecatonica, igniting local growth.

In 1855, the citizens of Elida petitioned to change the Village's name from Elida in favor of Winnebago. The Village was formally incorporated in 1877. D.C. Lewis was elected Village President and Reuben Alworth, was elected the Village Clerk.[1]

Located in Winnebago County, the Village's population is 2,903 (98% urban, 2% rural) in a total area of 1.95 square miles.[2] Winnebago's school district (CUSD #323) has one high school, one middle school, and two elementary schools.[3] The Village of Winnebago has a president-trustee form of government. A village president, six trustees, and a clerk are elected in nonpartisan, at-large elections. Trustees serve staggered four-year terms, with three elected every two years, while the president and clerk are elected every four years. The Village Administrator is the Chief Administrative Officer and manages daily operations, implement ordinances and policies, support the Village Board in strategic initiatives, act as a liaison between staff and the Board, and oversees community and economic development.

To read more about the Village of Winnebago, visit **www.villageofwinnebago.com**.

[1] https://www.villageofwinnebago.com/community/page/village-history-0
[2] "G001 - Geographic Identifiers - 2010 Census Summary File 1". United States Census Bureau. Archived from the original on February 13, 2020. Retrieved December 25, 2015.
[3] https://www.winnebagoschools.org/

Introduction

Strategic planning is an effective way to identify and confirm a Village's vision for the future and set organizational purpose and direction by incorporating clear priorities and measurable goals. To this end, the Village of Winnebago (the "Village") engaged the Northern Illinois University Center for Governmental Studies ("NIU-CGS") in August 2024 to facilitate its strategic planning process (Figure 1). The value of such processes continues to be recognized by policy-making boards, councils, and executive staffs in both private and public organizations.

From December 2024 through January 2025, the NIU-CGS team gathered internal and external stakeholder input that was shared at the strategic planning leadership workshop held in March 2025. The workshop offered elected officials and administrative leadership an opportunity to reaffirm and refine the Village's future vision, explore the Village's mission, and establish short- and long-term goals. It also provided a positive atmosphere where workshop participants could discuss the best ways to serve the Village and the broader community in the coming years.

Figure 1. Strategic Planning Model

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

It is important to keep in mind that the judicious use of the Village's limited resources (including financial resources and professional staff time) is key to achieving good results. Only a limited number of goals and objectives can be managed and implemented effectively at any given time. In a very realistic sense, clear and stable priorities must be maintained if the Village desires to stretch its resources as far as they can go.

Pre-Workshop
Environmental Scanning and Stakeholder Input

The Village's leadership recognizes the importance of gaining a comprehensive understanding of their organization and the broader community they serve by gathering input from various stakeholders. During the environmental scanning phase of the strategic planning process, NIU-CGS aimed to examine factors that shape the Village's future direction. To accomplish this, the NIU-CGS team conducted focus groups and interviews involving external and internal stakeholders. The results from the stakeholder input phase were shared in thematic form at the strategic planning leadership workshop, providing valuable insights to guide discussions.

EXTERNAL PERSPECTIVES

Incorporating external perspectives into the Village's strategic plan helps capture the diverse needs and aspirations of the community, ensuring the plan is responsive to stakeholders' concerns. This approach fosters greater public trust and engagement, leading to more effective and sustainable outcomes. To that end, the NIU-CGS team conducted focus groups at the Village's Town Hall. Detailed summaries are provided in **Appendix A**.

- **Focus groups** are designed to be a highly interactive approach, allowing for a robust and informative conversation with and between participants. In December 2024, three focus groups were conducted with the Village's external stakeholders, as outlined below. The number of participants in each group ranged from 9-11.
  - » *Business Community*
  - » *Intergovernmental Agencies and Civic Institutions*
  - » *Winnebago Residents*

INTERNAL PERSPECTIVES

Gathering internal perspectives when developing the Village's strategic plan is crucial, as it ensures the plan is informed by the insights and experiences of those who best understand Winnebago's unique operations and challenges. This comprehensive input fosters a more effective and inclusive strategy, aligning with the community's needs and goals. The NIU-CGS team conducted interviews with the Village's leadership team and elected officials as well as facilitated a focus group with staff at the Town Hall. Detailed summaries are provided in **Appendix A**.

- In December 2024, a **focus group** was conducted with Village Administrative Staff, Police Officers, and Public Works Staff. Participants included 10 staff members across different Village departments.
- **Interviews** result in highly personalized participation and the in-depth sharing of ideas. 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. In January 2025, virtual interviews were conducted with the Village's administrative leadership and the Board of Trustees.

Figure 2. 2024-2025 Stakeholder Feedback Themes

Top Priorities for All Stakeholders

Alignment of all stakeholder feedback (focus groups and interviews)

INFRASTRUCTURE IMPROVEMENTS

ECONOMIC DEVELOPMENT AND STRATEGIC GROWTH

COMMUNITY ENGAGEMENT AND QUALITY OF LIFE

ORGANIZATIONAL DEVELOPMENT AND GOVERNANC

Leadership Workshop
Outline of Exercises and Discussion Sessions

All discussion sessions at the strategic planning leadership workshop employed highly participative and interactive approaches. The workshop facilitators utilized a group discussion approach that assures each participant an equal opportunity to speak and share opinions with the larger group. Participants were also able to weigh alternatives and refine their thinking through dialogue in small-group activities at the workshop. As ideas were shared and debated, the group worked steadily toward a consensus regarding the Village's mission, future direction, goals, and priorities.

INTRODUCTIONS AND ICEBREAKER EXERCISE

Participants were asked to introduce themselves and share how long they have been involved with the Village. Next, they engaged in an icebreaker exercise titled, "Garage Sale." In this exercise, workshop participants selected an item from the "garage sale" table that represented to them an important issue, initiative, or big idea they felt should be a part of the Village's future and be discussed as part of the strategic planning process. This was a brainstorming exercise, and no evaluative or judgmental debate was permitted during this session. Next is a list of those answers (Figure 3).

Figure 3. Icebreaker: important issue, initiative, or big idea that should be part of the Village's future

Garage Sale Item	Workshop Participant Responses
Flashlight	**Brighter future for the Village.** • Develop the Village over time in a controlled manner (development, youth activities, events) • More commercial business (grocery store, Walmart, Meijer, etc.)
Police Car	**Residents support the Police Department – need the police to keep the community safe, especially to support growth in the Village.**
Fish	**Water system upgrades are going to be a large project.** • Stormwater utilities, infrastructure, wastewater treatment, maintenance, etc.
Pipe	**Drainage issues need to be addressed.** • Stormwater maintenance, upgrades
Brick	**Strategic Plan is the foundation for Village growth, expansion, and change.** • Proactivity, Support of the Board
Hart hat 1	**Need to focus on commercial development, construction, and infrastructure.**
Hard hat 2	**Development, "if you build it, they will come".** • The Village needs more development because development means population growth
Softball	**Community events, things to do for residents, what are neighboring communities doing?** • Addition of a Community Center to provide opportunities to gather, host events, sports, indoor track, etc.
Beads	**Community events need to be expanded but need more resources to do so.** • Communication about events needs to improve • Creative fundraising, volunteer recruitment, and engagement
Prairie Path	**Focus on utilization of the Prairie Path – biking and walking, revenue generation, connected events that incorporate the path.** • Find unique ways to connect communities, bring in visitors, Prairie Path is one of those (e.g., Cheese Trails in Wisconsin) • Collaborate with other small communities along the path to get upgrades completed

VISIONING FOR THE FUTURE

The workshop participants next engaged in a visioning exercise to describe the desired future direction of the Village by answering the following question: "**If you left the community and didn't return for 10-15 years, what do you think you will see or what do you hope you will see when you return in terms of development, services, programs, improvements or changes?**" Participants were asked to think about their ideas ahead of time and then be ready to share them with the group during the first session of the workshop. Responses are listed in Figure 4.

Figure 4. Visions of the Future—Hope or think you will see in 10-15 years

Workshop Participant Responses

Currently owned Village property has been developed, purchased to provide employment opportunities.
- Consider an overnight parking lot on some of the Village's vacant property

Would like to see more school safety resources such as an additional School Resource Officer, other initiatives to maintain a continued focus on school safety.

The Village gets a Community Center.

More diverse offerings in restaurants, some food-only establishments (not alcohol-centric), more family-oriented.
- Learn why some businesses don't last through the implementation of an "exit interview" with those that leave
- Attract traffic from Rt. 20 into town to visit businesses using a Welcome Sign, beautified entryways
- Additional promotion, marketing, or communication of Village businesses (website, lit sign on Elida Street, etc.)

Zoning code has been re-evaluated to focus on more intentional growth.
- Explore partnerships with the Park District promoting economies of scale

Village creates a downtown district, corridor to establish a draw to downtown.
- Consider TIF District

Village reapplies for the State Rebuild Downtowns and Main Streets grant.
- Connect trails and paths to downtown

Police Department and Public Works are fully funded, no longer need to apply for grants.
- Evaluate resources involved in applying for grants

Community pulls together – events, clubs, more volunteers.
- More engagement, continue to evaluate streamlining regulations and processes

Less siloing within Village departments.
- Collaboration and team working toward one mission

Filled developments – disincentivize development that is not at full capacity or sitting dormant.

Simplify Village processes.
- Make processes more community-friendly by eliminating red tape and working with community partners and having business-friendly permitting and zoning

Consider adding more "one-off" volunteer opportunities – low commitment, only have to volunteer for one day (e.g., Plant Your Town, Clean Up Town, etc.).
- Could also be another driver for family activities

Commercial and residential developments are complete – infrastructure is already in place but not being used.
- Willingham subdivision built out with 30 homes per year being built, so it will all be built out in 10 to 15 years, along with condos and apartments being built near the school and retail businesses to allow for that type of much needed housing

Complete street repairs including drainage, roundabouts, and pedestrian safety measures ("Complete Streets" program).

Make necessary zoning updates that will allow developers to create a "community nucleus" or strip mall with popular amenities such as a gym, grocery, etc. at the center of neighborhoods.

Village growth to the north of US 20 with businesses – both manufacturing and retail increasing at Winnebago corners.

Village gets a hotel and one or more attractions that draw people from all around to come visit on a regular basis.

A FRESH LOOK AT THE VILLAGE'S MISSION

The next exercise at the workshop provided Village leadership with an opportunity to review and discuss a mission statement for the Village. The exploration of the Village's overall mission began with these formative questions: Why are we here? Why do we get up in the morning? Why do we expend time, money, and personnel resources? Who are the Village's key stakeholders and how do we respond to them?

Participants were organized into small groups and asked to compile a list of key words or phrases to help them craft a draft mission statement for the Village (Figure 5). Groups then shared their mission statement words, phrases, and draft statements with the larger group for discussion, suggestions, and modifications. Using the groups' rough drafts, NIU-CGS shared some mission statement possibilities with workshop participants. While follow-up revisions are needed to finalize the Village's mission statement after the workshop, the words, phrases, and draft statements are a solid foundation to start from. Below are two options created at the workshop as well as a word cloud representing the words and phrases developed in the small groups.

Draft 1

Village of Winnebago Mission Statement Developed During Workshop:

We strive to keep our community safe and welcoming by managing resources wisely, supporting schools and local businesses, and fostering connections. Our goal is to create a place where families and neighbors can live, grow, and thrive together.

Draft 2

Village of Winnebago Mission Statement Developed During Workshop:

We are committed to a safe, thriving, and connected community through responsible leadership and strategic growth, creating a welcoming home for all generations.

Figure 5. Village of Winnebago Mission Statement key words or phrases developed in small groups

ENVIRONMENTAL SCANNING PART I—SURRENDER OR LEAD

Next, participants were introduced to a leadership exercise titled, "Surrender or Lead." During this exercise, participants organized into the same small groups as the mission exercise to respond to a series of structured questions. These questions aimed to reveal hopes, perspectives, challenges, opportunities, and possible barriers based on the collective view of each group. The responses were recorded and the combined themes from the three groups are reported next. For a full list of Surrender or Lead responses from each individual group, see **Appendix B**.

Themes from Surrender or Lead:

Strategic and sustainable growth through thoughtful and steady planning

Developing plans to maintain and develop Village infrastructure

Financial sustainability and diversify funding, revenue generation, additional resources

Proactive and action-oriented leadership focused on engagement, communication, and collaboration

ENVIRONMENTAL SCANNING PART II—LARGE GROUP SWOC ANALYSIS

The next exercise at the strategic planning workshop allowed participants to further review and account for the internal and external factors present that could potentially influence the Village, both negatively and positively. Workshop participants were asked to identify the Village's **strengths (S)** and **weaknesses (W)**. In what areas does the Village regularly excel, and in what areas are there difficulties or shortcomings in terms of expertise, resources, or training? What **opportunities (O)** are on the horizon that can be used to the Village's advantage? Conversely, what trends or **challenges (C)** lie ahead that would be obstacles or hindrances? These elements could include both internal and external factors, conditions, trends, regulations, agencies, and resources. The full list of responses to the exercise are provided in Figure 6.

Figure 6. Large group rapid fire SWOC Analysis

S STRENGTHS

- Strong working-class community and residents
- Safe community, low crime rate
- Location off Route 20 – high daily traffic count
- Employee and Board commitment – a great resource
- Development opportunities
- Cash reserves
- Strong infrastructure
- School District
- Amenities such as the Library, local businesses, parks
- Parks and recreation – Pecatonica Prairie Trail runs through Winnebago
- Water and wastewater capacity
- Village is fiscally responsible
- Above average income for residents
- Many amenities (e.g., discount stores, pharmacy, grocery store, restaurants)
- Somewhat rural, but close to a major city (Rockford)

W WEAKNESSES

- Village-served land that is currently vacant
- Volunteerism is lacking
- Infrastructure needs and the cost to update and maintain
- Unified Development Ordinance (UDO) needs updating
- Building maintenance – currently no process in place, no Capital Improvement Plan (CIP)
- Need better Police Department facility
- Village Hall is outdated and not large enough for current needs
- Need new garage to house Public Works and police vehicles and equipment and allow for wash and maintenance bays
- Village-owned assets and facilities
- Lack of affordable housing
- Need more communication
- Improving the Village's website and web presence, website needs a fresh and modernized look
- Working with other taxing bodies (e.g., Park District, School District, etc.)
- Lack of community events due to lack of volunteers
- Need to review and update zoning codes
- No hotel
- No major attractions to draw people to the Village
- Not enough industry or manufacturing type jobs
- Property tax relies too heavily on residents and not enough on industry or manufacturing

O OPPORTUNITIES

- Close proximity to Route 20
- Vacant land served by the Village utilities and infrastructure
- Annexation corridors – unincorporated land surrounding the Village.
  - *Especially to the north on the other side of Rt. 20, but also to east, west, and south to allow for controlled growth and development*
- Communication, marketing Village safety, success stories, good schools
- Can improve web presence, modernize with the help of social media
- Collaborating or finding efficiencies with other intergovernmental organizations or taxing bodies
- Add more community events – collaborate with other intergovernmental organizations to eliminate red tape
- Engage residents
- Become more business-friendly
- Village-owned development property
- Gateway to downtown
- Update the property that is the current site of the Police Garage and create a 'gateway' to downtown
- Buildable land available to increase and diversify the housing stock
- Creative ways to provide commercial space downtown
- Consider capitalizing on the Village's charm with old houses as businesses, emphasize the rich history
- Reevaluate zoning codes to rezone the Village
- Downtown zoning district – special zoning, development, ordinances district
- Focus on the Village's parks and recreation opportunities
- Housing – at least 70 residential lots platted and ready to be built on and bring new residents to the Village

Figure 6. Large group rapid fire SWOC Analysis (cont.)

C CHALLENGES

- Development opportunities
- Managing incentives, sales, marketing, political climate
- Unfunded mandates
- Future annexation and encroachment issues
- State-impacted revenue fluctuation
- Siloing in cooperation with other intergovernmental organizations
- Lack of volunteers for community events
- Small footprint downtown
- Limited commercial vacancies, lack of available modern storefront space
- Lack of continuity of business districts
- Parks and Recreation – working with other agencies to maintain paths, trails, parks, etc.
- Stormwater and drainage issues
- Community engagement
- Volunteering and keeping residents informed, involved
- Traffic congestion in town during school pick up and drop off
- Future growth at corners:
- Village relies on developer-owned property to develop it
- Land to the north of Rt. 20 is not in the Village limits and any growth now would not benefit the Village in terms of receiving property taxes or other tax revenue generated from property north of Rt. 20
- Growth may contribute to traffic flow concerns, which might deter people from stopping in Winnebago to and from their ultimate destination
- Attracting industrial or manufacturing businesses to locate to the Village and employ people
- Maintaining a fully staffed Police Department

NOMINAL GROUP GOAL IDENTIFICATION

With the preceding discussion sessions and exercises acting as a sound foundation for goal setting, the next exercise provided time for a healthy group discussion and development of goals and objectives to achieve the future visions as expressed by workshop participants.

Participants reconvened in the same small groups from earlier in the day for goal development. Each group was allotted time to develop, and then report out, at least three to four important policy and program goals they thought the Village should accomplish. Groups were asked to create goals using two different time frames: short-term goals, which could be started or accomplished in the next one to three years, as well as those that would be considered long-term goals, which could be accomplished in a four- to eight-year time frame. Each small group then shared their goals with the larger group. Goals could be highly specific or general, but all goals pointed to important outcomes that leadership hopes to see in the years ahead.

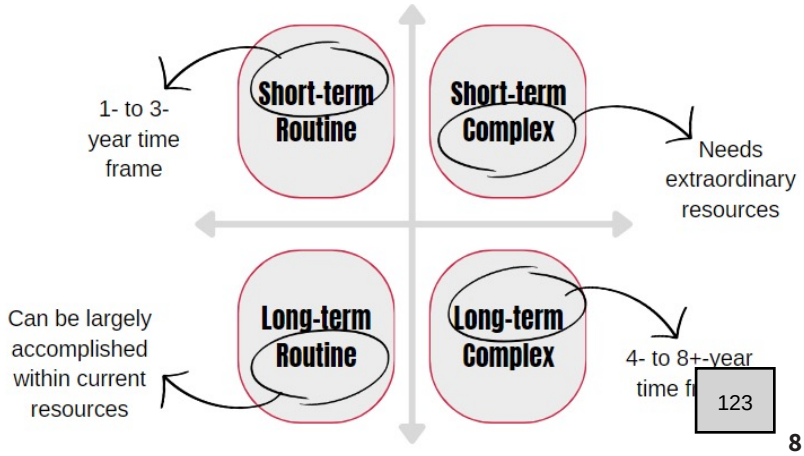
Short-term goals are those goals or objectives that could or should be completed or substantially underway in the next one to three years.

Long-term goals are those goals or objectives that could or should be completed or substantially underway within a four- to eight-year time frame.

Open Group Discussion and Consolidation of Goals and Objectives

This final phase of the goals discussion served as a forum for workshop participants to refine and compare the ideas and goals offered by each participant. Participants gave their opinions and further explained the fit, ideas, and policy outcomes expressed in the goals and discussed if additional goals or details were needed. Lastly, the group categorized each goal as routine or complex (see Figure 7). Routine goals are not simple or easy but could largely be accomplished by the Village with required budget and staffing allocations or with minor external assistance. Complex goals are complicated, multi-layered goals that require extraordinary resources, such as technical specialists, funding, or the collaboration or agreement of another unit of government or an outside organization, business, or agency.

Figure 7. Strategic Goal Matrix



Post-Workshop
Goal Prioritization and Ranking Exercise

The Village's senior-level staff and Board of Trustees were asked to delineate, via a post-workshop online ranking exercise, which goals should be given the highest priority. Each participant was provided an online ranking tool where they ranked each goal within the four quadrants of the goal matrix (STR, STC, LTR, LTC) in order of priority, or "forced ranking". Participants were asked to rank all short-term routine goals against each other, all long-term routine goals against each other, and so on.

The overall ranking of each goal is calculated using the average of the rankings given by all participants. For example, if a goal was given scores of **2, 5, 6, 6, 1, 2**, and **3,** the average total would be **3.6**. The lower the score, the higher the priority. Again, the average totals were based on the rankings provided by all Village senior-level staff and the Board of Trustees.

The outcome of the Village's goal ranking exercise, along with the assigned priority levels for each goal, are presented in Figure 8. The dashboard demonstrates the strategic goals, tasks, and objectives for the Village's leadership team to address in the months and years ahead. Following the ranked goals, the Village's broader priority areas are shared and defined.

Figure 8. Prioritized goals dashboard

SHORT-TERM ROUTINE STRATEGIC GOALS *Short-term goals have a time frame of 1-3 years. The term "routine" does not mean the following goals are simple or easy, but that they could largely be accomplished by the Village with required budget and staffing allocations, and/or with minor external assistance.*	**PRIORITY LEVEL**
Village maintains checks and balances to remain fiscally responsible, sustainable, and innovative. - Increase the Village's reserves and investigate creative, "think outside the box" funding options - Investigate ways to replace the Grocery Tax in town – may be resolved by completion of plan - Simplify the permitting and zoning process and make online access available	**High**
Ensure the Village communicates with a unified voice and message. - Update and modernize the Village's website to be a resource hub and use social media to increase residents' awareness of Village services, events, success stories and more - Resume offering the community newsletter by publishing quarterly - Provide promotion and marketing of Village businesses on website with links to business pages - Host "Meet the Board" events or Board Q&A via social media	**High**
Update the Village's comprehensive plan and make necessary upgrades or changes to the Villages Unified Development Ordinance (UDO). - Reduce "Red Tape" to streamline development processes by removing unnecessary or overly burdensome steps along the development process - Review current design standards of the UDO to ensure they are designed for desirable outcomes	**High**
Maintain or enhance the Village standards for service delivery.	**Medium**
Develop a 5-year organizational, staffing, and processes plan for the Village to ensure it can maintain quality service levels. - Improve interdepartmental communication, consider regular staff meetings to share success stories and project updates, help eliminate siloing - Evaluate and simplify Village processes and create a uniform manual for all employees to access - Review staffing levels for each department and determine any new positions of need	**Medium**
Develop a branding plan that examines the Village's mission, vision, values, and other marketing and branding-related activities for any updating needs, based on community priorities. - Establish the Village's identity and future vision	**Lower**

SHORT-TERM COMPLEX STRATEGIC GOALS *Short-term complex goals have a time frame of 1-3 years. The term "complex" means the following goals are complicated or multi-layered and they require extraordinary resources such as technical specialists, funding, or the collaboration or agreement of another unit of government, or an outside organization, business, or agency.*	PRIORITY LEVEL
Support growth and development for the current and future businesses, strengthening Winnebago's "business-friendly" reputation. - Utilize business recruitment strategies to attract developers and entrepreneurs to invest in the downtown area and explore incentives for businesses to locate to Winnebago - Diversify the business mix in the Village to include more service-focused businesses such as a veterinarian and additional restaurant options that are family-friendly - Follow up with interested businesses, help during start-up, and learn from closing businesses through an "exit interview"	High
Continue to focus on completing and filling the Village's Willingham subdivision. - Explore incentives such as delayed property taxes a certain number of years to new buyers or possibly waiving water hookups with the Village	Medium
Explore establishing a TIF District in the most appropriate regions of the Village, including the possibilities of: - Willingham Subdivision, Route 20 /Winnebago Corners, or Downtown	Medium
Revisit, refine, and execute the Village's overall economic development incentives.	Medium
Investigate locations and costs for a new Village Hall/Police Department/Community Center building and a Public Works wash bay.	Lower

LONG-TERM ROUTINE STRATEGIC GOALS Long-term routine goals have a time frame of 4-8+ years. The following goals are "routine", not simple or easy, but could largely be accomplished by the Village with required budget and staffing allocations, and/or with minor external assistance.	PRIORITY LEVEL
Maintain positive relationships with all taxing bodies.	High
Using the Village's evaluation of staffing levels, implement staffing recommendations including considering new full-time or part-time positions where necessary. - Human Resources (HR) professional - Position in Planning, Zoning, and Development to help streamline permitting and zoning processes - Marketing and Communications	Medium
Examine service delivery methods and approaches.	Lower

LONG-TERM COMPLEX STRATEGIC GOALS

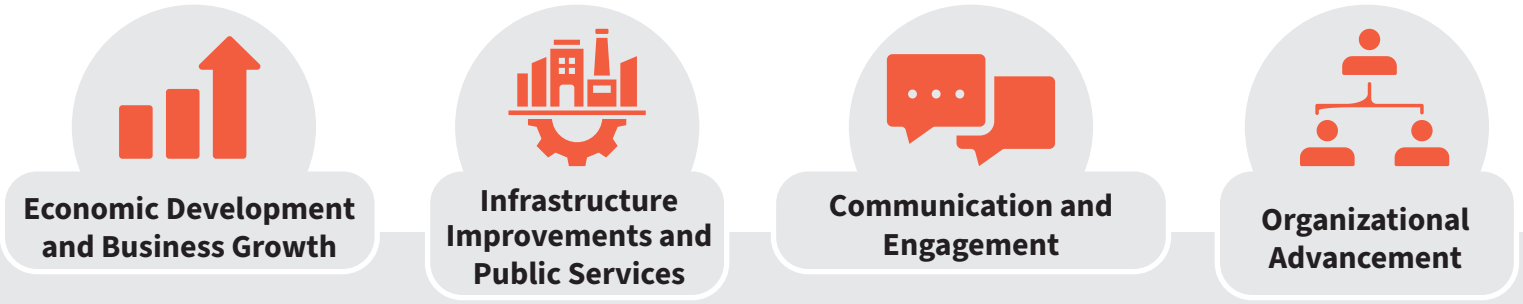
Long-term complex goals have a time frame of 4-8+ years. The following goals are complicated or multi-layered goals that require extraordinary resources such as technical specialists, funding, or the collaboration or agreement of another unit of government, or an outside organization, business, or agency.

	PRIORITY LEVEL
Develop a Capital Improvement Plan (CIP) that establishes maintenance schedules and identifies funding sources for infrastructure improvements and facility upgrades including, but not limited to: - Securing a new Village Hall/Police Department/Community Center building - Building a Public Works garage and wash bay - Acquiring and razing the former Bud's Automotive building downtown - "Complete Streets" projects – stormwater drainage, pedestrian safety - Identify potential funding sources, including revenue allocation, bonding, CDBG grant funding, establishment of a TIF District, and collaboration with regional partners - Explore the option of a possible roundabout at Landmark Drive and Elida Street to work to improve the intersection	High
Work with developers to focus on building out current Village-serviced residential and commercial developments.	High
Consider continuing to strategically grow the Village's boundaries through strategic annexation and pre-annexation. - Properties that are key to TIF contiguity- Expanding North of Highway 20 - Falling in line with the current comprehensive plan or updating plan	Medium
Increase community events and engagement opportunities through strong relationships with Village partners including the Fire Department, Park District, School District, and Chamber of Commerce. - Consider adding more "one-off" volunteer opportunities that are less time commitment and more focused on the volunteer (e.g., Plant Your Town, Clean Up the Trails, Senior Yard Clean Up, etc.) - Partner to improve communication about events, engagement opportunities, fundraising, community calendar, marketing on website and in newsletter, etc. - Evaluate the possibility of sharing facilities, where appropriate – include exploration of regional partnerships - Work with the Winnebago Park District to maintain all parks in the Village area and promote the parks to those outside of Winnebago	Medium
Examine the traffic patterns near School District properties to improve the traffic flow and create a more efficient school pick-up/drop-off process.	Lower
Review all beautification and upgrade needs for entryways into the Village. - Establish a Village Welcome Sign at the gateway into the Village to take advantage of the traffic off Route 20	Lower
Further implementation of Village Comprehensive Water System Plan, Comprehensive Plan, and other plans.	Lower

Strategic Priority Areas

Based on a careful evaluation of the entirety of the process, including stakeholder feedback, discussions at the workshop, and the goals developed, several high-level strategic priority areas were identified. These priority areas highlight the activities and initiatives that the Village will focus on in both the short and long term. The Village of Winnebago's strategic priority areas are illustrated in Figure 9 and fully defined next. For a breakdown of strategic goal and stakeholder feedback alignment with each priority area, see **Appendix C**.

Figure 9. 2025 Strategic priority areas



ECONOMIC DEVELOPMENT AND BUSINESS GROWTH

The Village of Winnebago's unique charm, strategic location, and rich history create a strong foundation for successful business and industrial districts. To support economic growth, ongoing efforts to revitalize the Village gateways and the downtown area are essential for attracting and retaining businesses. Expanding existing development projects to enhance housing and dining options can help the Village meet the diverse needs of the community and achieve Winnebago's economic goals and vitality. Additionally, strategic partnerships and targeted development incentives play a role in fostering a balanced and resilient economy.

INFRASTRUCTURE IMPROVEMENTS AND PUBLIC SERVICES

Proactive planning and strategic investments in the Village's water and stormwater infrastructure are essential to maintaining safety, sustainability, and reliable service delivery while supporting potential growth. Ongoing investment in street maintenance, along with the renovation of the Village Hall, Police Department, and Community Center facility, will enable the Village to adapt and plan for population and demographic changes, ensuring the Village is able to meet the evolving community needs and remain well positioned for long-term success.

COMMUNICATION AND ENGAGEMENT

Strengthening community engagement and communication were identified as key priorities by workshop participants. Requests for more community events and gathering spaces was emphasized, including initiatives such as hosting festivals, improving parks, and developing walking and biking paths. Collaboration with local organizations and neighboring communities presents an opportunity to expand event offerings, encourage volunteer participation, improve recreational amenities, and identify ways to draw more people to the Village. Additionally, streamlining communication and updating the website to ensure the Village has a unified voice will be important, both internally within the Village and to the broader region.

ORGANIZATIONAL ADVANCEMENT

Building a strong municipal team and leadership is essential for good governance and long-term growth. A well-trained and motivated staff helps deliver services effectively and adapt to community needs. Attracting and retaining talent requires competitive pay, career growth, and a positive work environment. Improving day-to-day operations through better processes, technology, and data drive decision-making will enhance service quality. Encouraging teamwork across departments will lead to better problem-solving and coordination helping the Village create an efficient, responsive, and well-connected government that serves the community effectively.

Conclusion

The strategic planning process will only be effective if this report serves as a practical guide for Winnebago's leaders and community. It captures key discussions throughout the strategic planning process and supports Village leadership in creating action plans to achieve strategic goals and advance priority initiatives.

As the Village evolves, it must adapt to changes in demographics, community trends, technology, and best practices. The strategic plan provides a flexible roadmap to navigate these shifts. To stay aligned with community needs, regular reviews of the strategic planning goals—monthly, quarterly, or semi-annually—are recommended, along with a full update of the plan every three to five years.

The discussions and idea-sharing during the strategic planning process highlighted Winnebago's forward-thinking leadership, who are committed to embracing strategic thinking and ensuring thoughtful planning for the Village's future.

We wish you well with the ambitious years that lie ahead.

Mel Henriksen, **Alli Hoebing**, and **Jeanna Ballard**
NIU-CGS Project Coordinators and Session Facilitators.

Appendix A
Focus Group and Leadership Interview Feedback

SUMMARY

One of the key analytical techniques used for the focus groups and interview notes is an analyst's search for key phrases, words, or terms that emerged during the stakeholder input sessions, a process known as coding. Coding is an analyst's individual readings of the data, followed by key term searches. The words and phrases listed below are the results of the NIU-CGS team's analysis of the collected focus group and interview notes. At a glance, the analyst can discover which terms were used or referred to most frequently in the feedback notes. Using individual analysts' coding, the researcher identifies terms that recur across participant groups and across questions. The results reveal key topics or issues that should be weighed and considered when proceeding with strategic planning discussions.

The information that follows is a summary of key themes and topics that emerged during the exploratory focus group sessions and leadership interviews. The stakeholder feedback collection served as a primer for the strategic planning process. The information that is presented in this summation was designed to add exploratory and thematic information for the Village's leadership team to consider during the strategic planning workshop.

The same exploratory discussion questions were asked to each focus group and interviewee and are listed below:

1. **How would you describe the Village to a stranger or someone who doesn't live or work in the area?**
2. **If you left and didn't return for 10-15 years, what services or programs do you think you would see the Village offering or what do you hope you would see when you return?**
3. **What do you like best about Winnebago? Related to that, what are the strengths or greatest assets of the Village?**
4. **Can you identify areas or topics in need of attention or improvement? Related to that, what are the weaknesses or greatest needs for the Village?**
5. **What are or should be the top priorities for the Village over the next three to five years?**
6. **If you could change or initiate one key item or one goal for the Village, what would it be?**

Overall Themes Based on **All External Focus Group Feedback**

COMMUNICATION AND ENGAGEMENT

- Coordinate and streamline communication from the Village to businesses and residents (e.g., project updates, plans for vacant properties, Board Minutes posted on Village's social media page, etc.)
  - » *Improve distribution of the Village's newsletter – not all in Village currently receive one*
  - » *Reduce complications or red tape and improve clarity about Village processes*
- Consider fresh ideas and think outside the box to increase the Board's involvement, engagement, and visibility in the community
  - » *Host "Meet the Board" events, attend and be visible at community gatherings, and participate in volunteer initiatives.*
  - » *Host live Q&A sessions via social media where Board members address public concerns and provide updates on Village projects*
- Explore the Village's mission, vision, branding, logo
  - » *Something updated and fresh that represents all that the Village offers – modern with a respect for history*
  - » *Establish the Village's identity*
  - » *Use other communities in the area as benchmarks to consider updated signage for entrances into the Village. Some examples include: Lena, Durand ("Welcome to Winnebago" or "You Are Now Entering Winnebago")*
  - » *Addition of public art or murals that depict the rich history of the Village*

COMMERCIAL GROWTH AND DEVELOPMENT

- Consider CDBG funds and other state grant funding to make necessary improvements to the downtown commercial corridor
- Create incentives for new business development in Winnebago
  - » *Partner to offer regional incentives for businesses (TIF District, for example)*
  - » *Introduce a Welcome sign for the "downtown district" (lit sign advertising businesses)*
  - » *Extend the advertising of businesses past the downtown to heavily-traveled Elida Street*
- Diversify the business mix
  - » *Look to gain more white-collar businesses that give students a reason to stay in Winnebago (in addition to farming)*
  - » *More grocery and shopping options (e.g., Walmart, Meijer)*
  - » *More family-friendly activities and gathering spaces (e.g., bowling alley, arcade, splash pad)*
  - » *Create a Business Welcome Packet*
- Staff follows up with interested business owners, make the process as simple and painless as possible
  - » *Streamline the Village's permitting and zoning processes – Zoning Commission meets more often to discuss and decide on special projects*
- Designate or build business and office suites consisting of multiple small businesses – public and private partnerships
  - » *Dental offices, pet shops, hotels, motels*
- Acquire and raze the old car wash behind Town Hall, can be used for additional downtown parking
  - » *Parking lot should consider electric vehicle charging stations*

COMMUNITY RESOURCES

- Explore adding more housing across the Village
  - » *Increase the housing options available (e.g., 55+, apartments, rentals, focus on filling the newer subdivision)*
  - » *Offer more resources and assistance to residents such as low-income options for housing or utility bills*
- Improve or enhance the Village's public transportation options
  - » *Expand options for seniors traveling to doctors' appointments, possibly adding a bus stop at Elida Street and Sullivan's*
- Build and seek more improvements to the Pecatonica Prairie Path
  - » *Added pavilion, picnic tables, bike repair station, and exercise stations are options for improvements*
- Add more community events and bring back past events (Jingle Mingle, 4th of July Festival)
  - » *Consider hiring a volunteer coordinator to gather more volunteers*
  - » *Work together with IGOs, Chamber of Commerce, and businesses to eliminate the red tape involved in putting on events (e.g., permitting, permissions, road closures, etc.)*

Overall Themes Based on the **Staff Focus Group Feedback**

VILLAGE SERVICES

- Maintain the Village's high level of public safety
  - » ***Invest in resources, funding, staffing, training for Police and EMS***
  - » ***Police are visible in the community, make residents feel safe***
- Police Department does outreach, community policing, smaller department – smaller staff makes the Village a more enjoyable place to work
- Village has a strong roads program and water systems
- Help share assistance and resources for residents such as LIHEAP, low-income housing options, etc.
- Collaborate with regional partners to enhance public safety resources, infrastructure improvements, and social services without increasing the burden on the Village's budget.
- Establish a resource hub or easy-to-use digital platform where residents can find support services, and Village staff can quickly access information to better assist the community.

INFRASTRUCTURE

- Need to improve and add more sidewalks to improve connectivity and safety
- Expand fiber infrastructure to offer more than one cable company in Winnebago
- Upgrade the Village's water system
- Public Works Department needs a wash bay
- Improve the Village's drainage issues
- Buy or build a new Village Hall building and Police Department facility
  - » ***Potentially including a designated space for community events, youth activities, more gathering space***

ORGANIZATIONAL DEVELOPMENT

- Update the Village's payroll and HR processes, consider hiring an HR professional
- Utilize technology to update and streamline all Village processes such as permitting, HR, etc.
  - » ***Lack of follow-through with businesses that are interested in coming to Winnebago***
    - ***Need to streamline permit requesting policies – create to do lists, clearly define roles and responsibilities when it comes to permitting and welcoming new businesses***
- Continue to improve communication and engagement
  - » ***Help eliminate siloing amongst departments by improving interdepartmental communication***
  - » ***Increase Board engagement and visibility at community events***
- Modernize, expand, and evaluate Village facilities and processes

Overall Themes Based on the **Leadership Interviews**

INFRASTRUCTURE IMPROVEMENTS

Aging infrastructure and outdated facilities such as Village Hall, Public Works, and the Police Department present significant challenges for the Village. Frequent issues, such as water main breaks, inadequate drainage systems, and other facilities issues, were consistently highlighted as priorities to address. Developing a comprehensive Capital Improvement Plan (CIP) was emphasized as essential to providing a clear, financially responsible, and sustainable roadmap for maintaining and expanding critical assets.

ECONOMIC DEVELOPMENT AND STRATEGIC GROWTH

Generating economic development across residential, commercial, and industrial sectors was identified as a key priority. Strategic growth requires a deliberate alignment of economic development initiatives with infrastructure improvements to ensure the Village is prepared to support expansion. Focus areas included revitalizing downtown through improved streetscapes, enhancing walkability by connecting bike paths and parks, and addressing blighted areas to improve the community's appeal. Winnebago Corners was highlighted as a key location with potential to become an economic hub, attracting businesses and supporting infrastructure improvements. The Village's strong school district and safe neighborhoods were noted as valuable assets for attracting families. Participants emphasized the need to balance these initiatives with fiscal responsibility to ensure sustainable growth while preserving the Village's small-town charm.

COMMUNITY ENGAGEMENT AND QUALITY OF LIFE

Strengthening community engagement and enhancing quality of life were identified as key priorities by participants. Many emphasized the need for more recreational activities, events, and gathering spaces, suggesting initiatives such as improving parks, hosting festivals, developing walking and biking paths, and creating public spaces to foster connections among residents and attract visitors. Collaboration with local organizations and neighboring communities was frequently highlighted as an opportunity to organize more events, work collectively to improve quality of life, and identify ways to draw more people to the Village.

ORGANIZATIONAL DEVELOPMENT AND GOVERNANCE

The addition of a Village Administrator has helped streamline operations, enabling the Board to focus on policy-making and strategic decision-making. The shift to a Committee of the Whole (COTW) structure has further promoted collaboration and a broader approach to governance. Participants highlighted the need to foster open communication and address departmental silos to align goals and create a unified team. Concerns about succession planning and staffing challenges emphasized the importance of professional development, competitive pay, and clear advancement pathways. Additionally, modernizing processes, updating ordinances, and adopting user-friendly technology were seen as critical for maintaining good governance.

Appendix B
Surrender or Lead Exercise

The **bolded and underlined** sections are key phrases that each group provided in response to the Surrender or Lead exercise's open-ended questions and prompts during the leadership workshop.

Group #1:

1. We want to **develop** but **do not have the monetary resources**.
2. The two most important things to focus on are **getting the people involved (competent)** and **infrastructure** because **they are essential to successful development**.
3. If it were not for **financial restrictions**, we would **enhance existing community resources and expand community-focused centers**.
4. We need to finally **enhance our communication with the community in an effective and transparent manner**.
5. **Development (commercial and residential)** will have the biggest impact on the Village in the coming 2-3 years.

Group #2:

1. We want to **grow** but **we have no plan yet**.
2. The two most important things to focus on are the **maintaining service levels** and **development** because **they will shore up the budget**.
3. If it were not for **limited funding**, we would **increase services**.
4. We need to finally **EXECUTE plans, explore spending the Village's cash reserves where it makes sense**.
5. **Planning and revenue** will have the biggest impact on the Village in the coming 2-3 years.

Group #3:

1. We want to **foster a cohesive and engaged community**, but **we need to figure out what they want**.
2. The two most important things to focus on are **communication** and **follow through** because **otherwise things won't get done**.
3. If it weren't for **financial limitations**, we could **build a Community Center and a new Village Hall**.
4. We need to finally **collaborate**.
5. **Community engagement** will have the biggest impact on the Village in the coming 2-3 years.

Appendix C
Strategic Priority Area Goal and Stakeholder Feedback Alignment

ECONOMIC DEVELOPMENT AND BUSINESS GROWTH

The Village of Winnebago's unique charm, strategic location, and rich history create a strong foundation for successful business and industrial districts. To support economic growth, ongoing efforts to revitalize the Village gateways and the downtown area are essential for attracting and retaining businesses. Expanding existing development projects to enhance housing and dining options can help the Village meet the diverse needs of the community and achieve Winnebago's economic goals and vitality. Additionally, strategic partnerships and targeted development incentives play a role in fostering a balanced and resilient economy.

ECONOMIC DEVELOPMENT AND BUSINESS GROWTH-RELATED GOALS DEVELOPED AT THE WORKSHOP:

- Update the Village's comprehensive plan and make necessary upgrades or changes to the Villages Unified Development Ordinance (UDO).
  - » ***Reduce "Red Tape" to streamline development processes by removing unnecessary or overly burdensome steps along the development process***
  - » ***Review current design standards of the UDO to ensure they are designed for desirable outcomes***
- Support growth and development for the current and future businesses, strengthening Winnebago's "business-friendly" reputation.
  - » ***Utilize business recruitment strategies to attract developers and entrepreneurs to invest in the downtown area and explore incentives for businesses to locate to Winnebago***
  - » ***Diversify the business mix in the Village to include more service-focused businesses such as a veterinarian and additional restaurant options that are family-friendly***
  - » ***Follow up with interested businesses, help during start-up, and learn from closing businesses through an "exit interview"***
- Explore establishing a TIF District in the most appropriate regions of the Village, including the possibilities of:
  - » ***Willingham Subdivision, Route 20 /Winnebago Corners, or Downtown***
- Revisit, refine, and execute the Village's overall economic development incentives.

ECONOMIC DEVELOPMENT AND BUSINESS GROWTH-ALIGNING STAKEHOLDER FEEDBACK:

- Create incentives for new business development in Winnebago.
  - » ***Partner to offer regional incentives for businesses (TIF District, for example)***
  - » ***Introduce a Welcome sign for the "downtown district" (lit sign advertising businesses)***
  - » ***Extend the advertising of businesses past the downtown to heavily-traveled Elida Street***
- Acquire and raze the old car wash behind Town Hall, can be used for additional downtown parking.
  - » ***Parking lot should consider electric vehicle charging stations***
- Diversify the business mix.
  - » ***Look to gain more white-collar businesses that give students a reason to stay in Winnebago (in addition to farming)***
  - » ***More grocery and shopping options (e.g., Walmart, Meijer)***
  - » ***More family-friendly activities and gathering spaces (e.g., bowling alley, arcade, splash pad)***
  - » ***Create a Business Welcome Packet***

INFRASTRUCTURE IMPROVEMENTS AND PUBLIC SERVICES

Proactive planning and strategic investments in the Village's water and stormwater infrastructure are essential to maintaining safety, sustainability, and reliable service delivery while supporting potential growth. Ongoing investment in street maintenance, along with the renovation of the Village Hall, Police Department, and Community Center facility, will enable the Village to adapt and plan for population and demographic changes, ensuring the Village is able to meet the evolving community needs and remain well positioned for long-term success.

INFRASTRUCTURE IMPROVEMENTS AND PUBLIC SERVICES-RELATED GOALS DEVELOPED AT THE WORKSHOP:

- Continue to focus on completing and filling the Village's Willingham subdivision.
  - » ***Explore incentives such as delayed property taxes a certain number of years to new buyers or possibly waiving water hookups with the Village***
- Investigate locations and costs for a new Village Hall/Police Department/Community Center building and a Public Works wash bay.
- Examine service delivery methods and approaches.
- Develop a Capital Improvement Plan (CIP) that establishes maintenance schedules and identifies funding sources for infrastructure improvements and facility upgrades including, but not limited to:
  - » ***Securing a new Village Hall/Police Department/Community Center building***
  - » ***Building a Public Works garage and wash bay***
  - » ***Acquiring and razing the former Bud's Automotive building downtown***
  - » ***"Complete Streets" projects – stormwater drainage, pedestrian safety***
  - » ***Identify potential funding sources, including revenue allocation, bonding, CDBG grant funding, establishment of a TIF District, and collaboration with regional partners***
  - » ***Explore the option of a possible roundabout at Landmark Drive and Elida Street to work to improve the intersection***
- Review all beautification and upgrade needs for entryways into the Village.
  - » ***Establish a Village Welcome Sign at the gateway into the Village to take advantage of the traffic off Route 20***
- Work with developers to focus on building out current Village-serviced residential and commercial developments.
- Further implementation of Village Comprehensive Water System Plan, Comprehensive Plan, and other plans.
- Examine the traffic patterns near School District properties to improve the traffic flow and create a more efficient school pick-up/drop-off process.
- Consider continuing to strategically grow the Village's boundaries through strategic annexation and pre-annexation.
  - » ***Properties that are key to TIF contiguity***
  - » ***Expanding North of Highway 20***
  - » ***Falling in line with the current comprehensive plan or updating plan***

INFRASTRUCTURE IMPROVEMENTS AND PUBLIC SERVICES-ALIGNING STAKEHOLDER FEEDBACK:

- Upgrade the Village's water system
- Public Works Department needs a wash bay
- Improve the Village's drainage issues
- Buy or build a new Village Hall building and Police Department facility
  - » ***Potentially including a designated space for community events, youth activities, more gathering space***
- Collaborate with regional partners to enhance public safety resources, infrastructure improvements, and social services without increasing the burden on the Village's budget.

COMMUNICATION AND ENGAGEMENT

Strengthening community engagement and communication were identified as key priorities by workshop participants. Requests for more community events and gathering spaces was emphasized, including initiatives such as hosting festivals, improving parks, and developing walking and biking paths. Collaboration with local organizations and neighboring communities presents an opportunity to expand event offerings, encourage volunteer participation, improve recreational amenities, and identify ways to draw more people to the Village. Additionally, streamlining communication and updating the website to ensure the Village has a unified voice will be important, both internally within the Village and to the broader region.

COMMUNICATION AND ENGAGEMENT-RELATED GOALS DEVELOPED AT THE WORKSHOP:

- Ensure the Village communicates with a unified voice and message.
  - » *Update and modernize the Village's website to be a resource hub and use social media to increase residents' awareness of Village services, events, success stories and more*
  - » *Resume offering the community newsletter by publishing quarterly*
  - » *Provide promotion and marketing of Village businesses on website with links to business pages*
  - » *Host "Meet the Board" events or Board Q&A via social media*
- Develop a branding plan that examines the Village's mission, vision, values, and other marketing and branding-related activities for any updating needs, based on community priorities.
  - » *Establish the Village's identity and future vision*
- Maintain positive relationships with all taxing bodies.
- Increase community events and engagement opportunities through strong relationships with Village partners including the Fire Department, Park District, School District, and Chamber of Commerce.
  - » *Consider adding more "one-off" volunteer opportunities that are less time commitment and more focused on the volunteer (e.g., Plant Your Town, Clean Up the Trails, Senior Yard Clean Up, etc.)*
  - » *Partner to improve communication about events, engagement opportunities, fundraising, community calendar, marketing on website and in newsletter, etc.*
  - » *Evaluate the possibility of sharing facilities, where appropriate – include exploration of regional partnerships*
  - » *Work with the Winnebago Park District to maintain all parks in the Village area and promote the parks to those outside of Winnebago*

COMMUNICATION AND ENGAGEMENT-ALIGNING STAKEHOLDER FEEDBACK:

- Coordinate and streamline communication from the Village to businesses and residents (e.g., project updates, plans for vacant properties, Board Minutes posted on Village's social media page, etc.).
  - » *Improve distribution of the Village's newsletter – not all in Village currently receive one*
  - » *Reduce complications or red tape and improve clarity about Village processes*
- Consider fresh ideas and think outside the box to increase the Board's involvement, engagement, and visibility in the community.
  - » *Host "Meet the Board" events, attend and be visible at community gatherings, and participate in volunteer initiatives*
  - » *Host live Q&A sessions via social media where Board members address public concerns and provide updates on Village projects*
- Explore the Village's mission, vision, branding, logo
  - » *Something updated and fresh that represents all that the Village offers – modern with a respect for history*
  - » *Establish the Village's identity*
  - » *Use other communities in the area as benchmarks to consider updated signage for entrances into the Village. Some examples include: Lena, Durand ("Welcome to Winnebago" or "You Are Now Entering Winnebago")*
  - » *Addition of public art or murals that depict the rich history of the Village*

ORGANIZATIONAL ADVANCEMENT

Building a strong municipal team and leadership is essential for good governance and long-term growth. A well-trained and motivated staff helps deliver services effectively and adapt to community needs. Attracting and retaining talent requires competitive pay, career growth, and a positive work environment. Improving day-to-day operations through better processes, technology, and data drive decision-making will enhance service quality. Encouraging teamwork across departments will lead to better problem-solving and coordination helping the Village create an efficient, responsive, and well-connected government that serves the community effectively.

ORGANIZATIONAL ADVANCEMENT-RELATED GOALS DEVELOPED AT THE WORKSHOP:

- Village maintains checks and balances to remain fiscally responsible, sustainable, and innovative.
  - » ***Increase the Village's reserves and investigate creative, "think outside the box" funding options***
  - » ***Investigate ways to replace the Grocery Tax in town – may be resolved by completion of plan***
  - » ***Simplify the permitting and zoning process and make online access available***
- Develop a 5-year organizational, staffing, and processes plan for the Village to ensure it can maintain quality service levels.
  - » ***Improve interdepartmental communication, consider regular staff meetings to share success stories and project updates, help eliminate siloing***
  - » ***Evaluate and simplify Village processes and create a uniform manual for all employees to access***
  - » ***Review staffing levels for each department and determine any new positions of need***
- Maintain or enhance the Village standards for service delivery.
- Using the Village's evaluation of staffing levels, implement staffing recommendations including considering new full-time or part-time positions where necessary.
  - » ***Human Resources (HR) professional***
  - » ***Position in Planning, Zoning, and Development to help streamline permitting and zoning processes***
  - » ***Marketing and Communications***

ORGANIZATIONAL ADVANCEMENT-ALIGNING STAKEHOLDER FEEDBACK:

- Update the Village's payroll and HR processes, consider hiring an HR professional.
- Utilize technology to update and streamline all Village processes such as permitting, HR, etc.
  - » ***Lack of follow-through with businesses that are interested in coming to Winnebago***
    - ***Need to streamline permit requesting policies – create to do lists, clearly define roles and responsibilities when it comes to permitting and welcoming new businesses***
- Continue to improve communication and engagement.
  - » ***Help eliminate siloing amongst departments by improving interdepartmental communication***
  - » ***Increase Board engagement and visibility at community events***
- Modernize, expand, and evaluate Village facilities and processes.

Agenda Item Executive Summary

Item Name	AN ORDINANCE ADOPTING UPDATES TO THE PERSONNEL POLICY	Committee or Board	Board

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

EXECUTIVE SUMMARY

The attached ordinance updates the Village's Personnel Policy to incorporate two key changes. First, it permanently affirms the 30-minute paid lunch break, initially implemented on a trial basis, based on its demonstrated positive impact on employee morale and operations. Second, it formally adopts revisions to Section 11-4 (Holidays) and adds a new Section 11-15 (Sick and Vacation Time Donation Policy). The holiday section has been clarified to ensure consistency across departments and employee classifications. The new leave donation policy allows employees to voluntarily contribute accrued sick or vacation time to coworkers facing medical or personal hardships. While the lunch break and donation policy take effect immediately, the holiday policy updates will be implemented starting January 1, 2026, to allow for planning and budgeting.

ATTACHMENTS (PLEASE LIST)

Draft Ordinance, with "Exhibit A" (Updated Personnel Policy (Clean))

Updated Personnel Policy (Redline)

ACTION REQUESTED

☐For Discussion Only

☐Resolution

☒Ordinance

☒Motion:

MOTION: I MOVE TO APPROVE ORDINANCE 2025-__, AN ORDINANCE ADOPTING UPDATES TO THE PERSONNEL POLICY OF THE VILLAGE OF WINNEBAGO, ILLINOIS

Staff:	Joseph Dienberg, Village Administrator	Date:	6/4/2025

ORDINANCE NO. 2025- _____

AN ORDINANCE ADOPTING UPDATES TO THE PERSONNEL POLICY OF THE VILLAGE OF WINNEBAGO, ILLINOIS

WHEREAS, the Village of Winnebago adopted Ordinance 2024-21, establishing a process for updating the Village Personnel Policy and providing the Village Administrator with certain administrative authorities related to personnel matters; and

WHEREAS, the Village Administrator, in consultation with Department Heads, has reviewed the current Personnel Policy and recommends additional amendments to address clarifications, operational equity, and internal feedback received since the adoption of Ordinance 2024-21; and

WHEREAS, the Village Administrator and Department Heads have monitored the implementation of the paid lunch period as authorized under Ordinance 2024-21 and found it to be effective and beneficial to employee morale and operations; and

WHEREAS, the Village Board wishes to affirm and permanently adopt the paid lunch policy and approve new or amended policy sections as recommended by staff;

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

SECTION I. ADOPTION OF UPDATED PERSONNEL POLICY

The 30-minute paid lunch break, initially implemented on a trial basis under Ordinance 2024-21, is hereby affirmed as a permanent provision within the Personnel Policy. The change shall remain in full effect without further review unless otherwise directed by the Village Board.

SECTION II. ADOPTION OF AMENDED POLICY SECTIONS

The Village Board hereby adopts the amended and additional sections to the Personnel Policy as set forth in the attached "Exhibit A", including:

- Revisions to Section 11-4, Holidays, to clarify pay standards across departments and employment types; and
- The creation of Section 11-15, Sick and Vacation Time Donation Policy, establishing a process by which employees may donate leave to coworkers experiencing medical or personal hardships.

SECTION III. EFFECTIVE DATE

The affirmation of the paid lunch break shall be effective immediately upon passage and publication of this Ordinance. All other amendments referenced in Section 2 shall take effect on

January 1, 2026, (or the first full pay period following as applicable) to allow for internal implementation, proper budgeting, and employee communication.

SECTION IV. 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 V. REPEAL

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

SECTION VI. 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. All administrative changes contained herein shall be deemed effective immediately upon the enactment of this Ordinance. The Village Administrator, in consultation with Payroll Staff and Department Heads, is hereby directed to oversee and coordinate the implementation of any provisions within this Ordinance that require a phased or hybrid approach. The affirmation of the paid lunch break shall remain in full effect immediately. The Sick and Vacation Time Donation Policy, as outlined in Section 11-15 of Exhibit A, shall be effective immediately. The adjustments related to holiday pay, as detailed in the amended Section 11-4 of the Personnel Policy, shall be implemented beginning January 1, 2026, to align with the Village's budgeting process. The Village Administrator shall ensure that all provisions are communicated to staff and implemented in a manner that promotes equity and consistency across departments.

APPROVED this _____ day of _____, 2025

_____

Franklin J. Eubank, Jr.,
Village President

ATTEST:

_____
Sally Jo Huggins, Village Clerk

PASSED: _____

APPROVED: _____

PUBLISHED IN PAMPHLET FORM: _____

Personnel Policy 11-4. Holidays

The Village shall celebrate 10 holidays with pay for regular, full-time employees. The holiday schedule for the given year will be set by the Village Administrator; however, traditionally the following holidays have been provided by the Village:

• New Year's Day	January 1st
• Easter/Good Friday	According to calendar
• Memorial Day	Last Monday of May
• Independence Day	July 4th
• Labor Day	September (first Monday)
• Thanksgiving Holiday	4th Thursday of November & the Friday that follows
• Christmas Eve	December 24th
• Christmas Day	December 25th
• New Year's Eve	December 31st

For those that work traditional office hours (Monday- Friday), In the event a holiday falls on a Sunday, the following Monday shall be deemed to be the legal holiday. In the event the legal holiday falls on a Saturday, the preceding Friday shall be deemed to be the legal holiday, except for Easter, which will be recognized on Good Friday.

For Employees that work non traditional Schedules (Police Officers/Public Works), the holiday will be considered the date of the legal holiday.

Employees who are called in to respond to an emergency on the actual date of a legal holiday, but who otherwise work a traditional schedule and receive holiday pay on an alternate day (e.g., the observed holiday), shall receive one and one-half (1½) times their regular straight time hourly rate of pay for all hours worked on the legal holiday. However, they shall not receive additional holiday pay for that day, having already received it on the observed date.

Regular part-time employees will be paid for hours normally worked if the holiday falls on a regularly scheduled workday. Temporary, seasonal, or intern employees who are hired for a specific purpose are not eligible for this benefit.

If any holiday mentioned above falls on a full-time employee's regularly scheduled day off, that employee will be paid the number of hours normally worked at the respective employee's regular hourly rate as holiday pay.

When a holiday falls within a period of paid leave, the holiday shall not be counted as a leave day in computing the amount of leave debited

Full-time employees, including full-time police officers, who are either scheduled to work on any designated holiday or not scheduled but are called in to work on the holiday, shall receive the overtime rate of pay in addition to the holiday pay for actual hours worked. Full-time employees who are scheduled to work on the actual day of a holiday shall receive one and one-half (1 ½) times their regular straight time hourly rate of pay for all hours worked in addition to their regular holiday pay.

For full-time employees, except police officers, the holiday shall be defined as beginning twelve (12) midnight (00:00 hours) the day of the holiday and ending at 11:59 p.m. (23:59 hours) the same day. For full-time police officers, the holiday shall be defined as beginning at 6:00 a.m. (06:00 hours) the day of the holiday and ending at 5:59 a.m. (05:59 hours) the day after the holiday.

NEW SECTION: Personnel Policy 11-15. Sick and Vacation Time Donation Policy

Purpose:
The Village of Winnebago recognizes that employees may experience serious medical conditions or unforeseen circumstances that exhaust their accrued sick leave. To support our team members, this policy establishes a process for employees to voluntarily donate a portion of their accrued sick or vacation leave to assist eligible colleagues in need.

Eligibility:

1. Any full-time employee who has exhausted all accrued sick leave, vacation time, and compensatory time due to a serious medical condition or other extenuating circumstances may apply to receive donated leave.
2. The recipient employee must provide documentation of the need for extended leave, such as medical certification or other relevant documentation. Approval from the employee's Department Head is required, with written confirmation and supporting documentation submitted to the Deputy Clerk to be included in the employee's personnel file.
3. The donation of sick or vacation time is strictly voluntary and may not be coerced or solicited. Any communication regarding the need for donations will be coordinated by the Department Head or Human Resources, only with the recipient employee's written consent to share relevant information.

Donation Guidelines:

1. Only full-time employees with a minimum balance of 80 hours of a combined accrued sick leave or vacation leave may donate time. Full-time police officers, whose pay period is based on an 84-hour schedule, must maintain a combined minimum balance of 84 hours of accrued sick or vacation leave.
2. Donations must be made in increments of 4 hours, with a maximum donation of 40 hours per calendar year per donor. 42 hours for non-exempt full-time police employees.
3. Donated sick or vacation time will be transferred on an as-needed basis and used only after the recipient has exhausted all personal leave balances.
4. The donating employee's combined sick or vacation leave balance may not fall below 40 hours for non-police employees or 42 hours for full-time police officers as a result of their donation.

Approval Process:

1. An employee wishing to donate sick or vacation time must complete a Leave Donation Form and submit it to their Department Head for initial approval.

2. The Department Head will review the request to ensure compliance with policy guidelines before forwarding it to the Village Administrator for final approval.
3. Upon approval, deputy clerk or designee will process the transfer and notify both the donor and recipient.
4. Donated leave is irrevocable once transferred and may only be used for approved medical or hardship-related absences. Any unused donated leave will be forfeited by both parties if it remains unused after six (6) months, or once the recipient's combined sick and vacation leave balance is restored to at least 40 hours (42 hours for full-time police officers). Unused donated leave cannot be returned to the donor.

Confidentiality:
All requests for donated leave and any related medical documentation will be kept confidential, shared only with those necessary to administer the program.

Limitations and Conditions:

1. Donated sick or vacation time cannot be converted to cash, transferred to another agency, or used for purposes other than approved leave.
2. Participation in this program does not guarantee continued employment or extend an employee's leave beyond what is legally permissible.
3. The Village Administrator may modify, suspend, or terminate this program at any time based on operational needs or legal considerations.

Personnel Policy 11-4. Holidays

The Village shall celebrate 10 holidays with pay for regular, full-time employees. The holiday schedule for the given year will be set by the Village Administrator; however, traditionally the following holidays have been provided by the Village:

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For those that work traditional office hours (Monday- Friday), In the event a holiday falls on a Sunday, the following Monday shall be deemed to be the legal holiday. In the event the legal holiday falls on a Saturday, the preceding Friday shall be deemed to be the legal holiday, except for Easter, which will be recognized on Good Friday.

For Employees that work non traditional Schedules (Police Officers/Public Works), the holiday will be considered the date of the legal holiday.

Employees who are called in to respond to an emergency on the actual date of a legal holiday, but who otherwise work a traditional schedule and receive holiday pay on an alternate day (e.g., the observed holiday), shall receive one and one-half (1½) times their regular straight time hourly rate of pay for all hours worked on the legal holiday. However, they shall not receive additional holiday pay for that day, having already received it on the observed date.

Regular part-time employees will be paid for hours normally worked if the holiday falls on a regularly scheduled workday. Temporary, seasonal, or intern employees who are hired for a specific purpose are not eligible for this benefit.

If any holiday mentioned above falls on a full-time employee's regularly scheduled day off, that employee will be paid the number of hours normally worked ~~eight (8) hours of pay~~ at the respective employee's regular hourly rate as holiday pay.

When a holiday falls within a period of paid leave, the holiday shall not be counted as a leave day in computing the amount of leave debited

Full-time employees, ~~except for~~ including full-time police officers, who are either scheduled to work on any designated holiday or not scheduled ~~to work on any designated holiday~~ but are called in to work on the holiday, shall receive the overtime rate of pay in addition to the holiday pay for actual hours worked. Full-time employees who are scheduled to work on the actual day of a holiday shall receive one and one-half (1 ½) times their regular straight time hourly rate of pay for all hours worked in addition to their regular holiday pay.

~~When a full-time officer's regular workday falls on the actual day of a holiday, the full-time officer shall receive one and one-half (1 ½) times the police officer's regular straight time hourly rate of pay for all hours worked in addition to the eight (8) hours of holiday pay, as provided above. When a full-time officer is called in from his/her regular day off on the actual day of a holiday, the police officer shall be paid at an overtime rate of one and one half (1 ½) times his or her regular straight time hourly rate of pay for all hours worked in addition to the eight (8) hours of holiday pay.~~

For full-time employees, except police officers, the holiday shall be defined as beginning twelve (12) midnight (00:00 hours) the day of the holiday and ending at 11:59 p.m. (23:59 hours) the same day. For full-time police officers, the holiday shall be defined as beginning at 6:00 a.m. (06:00 hours) the day of the holiday and ending at 5:59 a.m. (05:59 hours) the day after the holiday.

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1. Any full-time employee who has exhausted all accrued sick leave, vacation time, and compensatory time due to a serious medical condition or other extenuating circumstances may apply to receive donated leave.
2. The recipient employee must provide documentation of the need for extended leave, such as medical certification or other relevant documentation. Approval from the employee's Department Head is required, with written confirmation and supporting documentation submitted to the Deputy Clerk to be included in the employee's personnel file.
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3. Donated sick or vacation time will be transferred on an as-needed basis and used only after the recipient has exhausted all personal leave balances.
4. The donating employee's combined sick or vacation leave balance may not fall below 40 hours for non-police employees or 42 hours for full-time police officers as a result of their donation.
5. Donated hours will be converted from the donor's hourly rate to the recipient's hourly rate to ensure equitable value is transferred (e.g., if the donor's hourly rate is $30 and they donate 4 hours, the total value is $120; if the recipient's hourly rate is $20, they will receive 6 hours of leave time, equivalent to the $120 donation). When the converted

value does not result in a whole number, the recipient's credited time will be rounded to the nearest half hour.

Approval Process:

1. An employee wishing to donate sick or vacation time must complete a **Leave Donation Form** and submit it to their Department Head for initial approval.
2. The Department Head will review the request to ensure compliance with policy guidelines before forwarding it to the Village Administrator for final approval.
3. Upon approval, deputy clerk or designee will process the transfer and notify both the donor and recipient.
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1. Donated sick or vacation time cannot be converted to cash, transferred to another agency, or used for purposes other than approved leave.
2. Participation in this program does not guarantee continued employment or extend an employee's leave beyond what is legally permissible.
3. The Village Administrator may modify, suspend, or terminate this program at any time based on operational needs or legal considerations.

Agenda Item Executive Summary

Item Name	AN ORDINANCE ADOPTING FEES FOR ZONING APPLICATIONS AND AUTHORIZING THE USE OF A CONSISTENT ZONING APPLICATION FORM	Committee or Board	Board

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

EXECUTIVE SUMMARY

The attached ordinance establishes a formal fee schedule for zoning-related applications submitted to the Village of Winnebago. The purpose of this ordinance is to ensure that the Village recovers the costs associated with the processing, review, and administration of zoning applications. It introduces a consistent application form, defines key zoning terms, and outlines standard base fees for Zoning Map Amendments, Special Use Permits, Variances, PUDs, Appeals, and Text Amendments. It also clarifies that applicants may be responsible for additional professional service fees as necessary. The ordinance includes provisions for possible fee waivers for nonprofits or local taxing bodies and authorizes administrative updates to the zoning application form for compliance with the Unified Development Ordinance (UDO).

ATTACHMENTS (PLEASE LIST)

Ordinance

ACTION REQUESTED

☐For Discussion Only

☐Resolution

☒Ordinance

☒Motion:

MOTION: I MOVE TO APPROVE ORDINANCE 2025-__ , AN ORDINANCE ADOPTING FEES FOR ZONING APPLICATIONS AND AUTHORIZING THE USE OF A CONSISTENT ZONING APPLICATION FORM FOR THE VILLAGE OF WINNEBAGO, ILLINOIS.

Staff:	Joseph Dienberg, Village Administrator	Date:	6/4/25

ORDINANCE NO. 2025-_____

AN ORDINANCE ADOPTING FEES FOR ZONING APPLICATIONS AND AUTHORIZING THE USE OF A CONSISTENT ZONING APPLICATION FORM FOR THE VILLAGE OF WINNEBAGO, ILLINOIS

WHEREAS, the Village of Winnebago ("Village") has established zoning and development procedures under the Village of Winnebago Unified Development Ordinance ("UDO") to promote the orderly development of land and to protect the health, safety, and welfare of its residents; and

WHEREAS, the Village desires to adopt a uniform fee schedule for zoning-related applications to ensure the Village recovers costs associated with processing, reviewing, and managing such applications; and

WHEREAS, the Village recognizes the need to maintain a standardized Zoning Application Form that reflects the requirements of the UDO and is consistent with any amendments to the Village ordinances or procedures;

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

SECTION I: DEFINITIONS

The following definitions apply within this Ordinance and are consistent with the Unified Development Ordinance (UDO):

A. **Application Form**: The standardized form authorized for use by the Village for zoning-related applications as detailed in the UDO.
B. **Appeal**: A request made by an applicant to review a decision or interpretation made by the Village's zoning or administrative authorities. An appeal seeks reconsideration by a higher authority or body, such as the Zoning Board of Appeals, to determine whether the original decision aligns with the provisions of the UDO.
C. **Special Use**: A use that would not be appropriate generally or without restriction throughout the zoning district but, if controlled as to number, area, location, or relation to the neighborhood, would not be detrimental to public health, safety, or general welfare.

D. **Variance**: A variance is a modification of the requirements of the ordinance where such variance will not be contrary to the public interest and where, owing to conditions peculiar to the property, a literal enforcement of the requirements would result in unnecessary and undue hardship. The conditions and procedures under which the Zoning Board of Appeals may grant a variance is outlined within Article 15 of the UDO.

E. **Zoning Map Amendment**: A modification to the official zoning map as maintained by the Village, altering the zoning classification of particular parcels in accordance with UDO procedures.

F. **Planned Unit Development (PUD)**: A tract of land, the development of which is approved and authorized by Village Board ordinance, and contains two (2) or more principal buildings or has an area of two or more acres, and is developed as a single unit or under single ownership or unified control. A PUD may contain a mixture of principal uses and dwelling types and is designed specifically for the conditions on the site and to achieve a unified overall development. A PUD may not completely conform to all the regulations of the zoning district in which it is located. A PUD development should blend densities and design features with surrounding uses and may, based upon good design, combine uses not normally permitted together.

G. **UDO**: Refers to the Village of Winnebago Unified Development Ordinance, which governs zoning, land use, and development within the Village.

SECTION II: ADOPTION OF FEE SCHEDULE

The following base fees are hereby adopted for zoning applications, to be paid at the time of submission. Based on the complexity of the application and subsequent review required, in addition to the listed fees below, at the village's sole discretion applicants may be responsible for additional professional fees incurred by the village during the application process, including but not limited to engineering, legal, or planning review fees.

A. **Zoning Map Amendment** (Zoning Change): $400.00 plus $10.00 per acre or part thereof, plus any additional professional fees.

B. **Special Use Permit**: $450.00 plus $20.00 per acre or part thereof, plus any additional consultant fees.

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C. **Variation**: $350.00, plus any additional consultant fees.

D. **Planned Unit Development (PUD)**: $450.00 plus $20.00 per acre or part thereof, plus any additional consultant fees.

E. **Appeal**: $250.00, plus any additional consultant fees.

F. **Text Amendment / Future Land Use Plan Amendment**: $400.00, plus any additional consultant fees.

Any fees incurred for state-required reports or publications as part of the zoning procedures shall also be the responsibility of the applicant.

SECTION III: FEE WAIVERS

Fee waivers may be considered by the Village for zoning applications submitted by non-profit organizations or other local taxing districts. Applicants in these categories may request a waiver of applicable fees as part of their submission. All other applicants seeking a fee waiver must apply and receive approval from the Village Corporate Authorities before submitting their application, specifying the grounds for the waiver request.

SECTION IV: AUTHORIZATION AND CONSISTENCY OF ZONING APPLICATION FORM

The Village Board hereby authorizes the use of a standardized Zoning Application Form (the "Form") for all zoning applications within the Village. The Form shall be maintained by the Village Administrator or his/her designee and shall include all required information as specified in the UDO and any relevant Village ordinances, as may be amended from time to time.

The Form is authorized to be updated administratively by the Village Administrator or his/her designee to remain in compliance with current UDO standards and Village ordinances without further action by the Village Board, provided that any amendments are administrative in nature and do not materially alter the substantive requirements.

SECTION V: SEVERABILITY

If any provision of this Ordinance or its application to any person or circumstance is held invalid, such invalidity shall not affect any other provision or application of this Ordinance which can be given effect without the invalid provision or application, and to this end, the provisions of this Ordinance are declared to be severable.

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SECTION VI: EFFECTIVE DATE

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

APPROVED this _____ day of _____, 2025

_____

Franklin J. Eubank, Jr.,
Village President

ATTEST:

_____
Sally Jo Huggins, Village Clerk

PASSED: _____

APPROVED: _____

PUBLISHED IN PAMPHLET FORM: _____

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