VILLAGE OF WINNEBAGO
COMMITTEE OF THE WHOLE
October 01, 2025 at 6:05 PM

108 West Main Street and Virtually

©

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

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

   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.
7. **APPROVAL OF MINUTES**
   - a. Approval of Committee of the Whole Meeting Minutes from September 17, 2025
8. **DISCUSSION**
   - a. An Ordinance Adopting Compensation Ranges for Village Employees
   - b. Transition of Village Internet Service from Comcast to Silo Communications
   - c. Next Steps for 114 S. Benton St (Former Bud's Auto)
   - d. Personnel Policy 9-2 Amendment
   - e. BYO Insurance Requirement Discussion
9. **EXECUTIVE SESSION (CLOSED SESSION) Pursuant to 5ILCS 120/2(c)**
10. **NEW BUSINESS**
11. **ADJOURNMENT**

Posted: September 24, 2025 at 3:30 p.m. at 108 W. Main Street, Winnebago, IL

and online at www.villageofwinnebago.com Tel 815.335.2020 | Fax 815.415-8491

The Committee of the Whole of the Village of Winnebago was held on September 17, 2025, at 7:45 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 – GRAHAM –- SPRINGER – present
KIM - LEFEVRE – MCKINNON - absent

Guests: Attorney Mary Gaziano, Village Administrator Joseph Dienberg, Public Works Director Chad Insko, Lieutenant Nick Haff.

4. ESTABLISHMENT OF A QUORUM – A quorum was established.
5. MEETING GUIDELINES
6. PUBLIC COMMENT – No one requested the opportunity to address the Board.
7. APPROVAL OF MINUTES
   a. A motion was made by MR. GRAHAM, seconded by MR. ACKERMAN to accept the minutes of September 03, 2025, meeting as presented. Motion carried on a voice vote.
8. DISCUSSION
   a. There was to be a discussion of the Ordinance Adopting Compensation Ranges for Village Employees Beginning in 2027 but it was felt all trustees should be present for the discussion. A motion was made by MR. ACKERMAN, seconded by MR. SPRINGER to lay the discussion over to the next Committee of the Whole meeting. Motion carried on a unanimous roll call vote of those present.

10. NEW BUSINESS
9. EXECUTIVE SESSION
11. ADJOURNMENT

A motion was made by MR. SPRINGER, seconded by MR. GRAHAM to adjourn at 7:49 p.m. Motion carried on a voice vote of those present.

UNAPPROVED

____

Sally Jo Huggins, Village Clerk

Agenda Item Executive Summary

Item Name	AN ORDINANCE ADOPTING COMPENSATION RANGES FOR VILLAGE EMPLOYEES	Committee or Board	Committee

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

EXECUTIVE SUMMARY

The attached ordinance establishes a formal compensation framework for all Village positions, setting consistent and sustainable salary ranges for use beginning January 1, 2026. While specific pay figures are still under review by department heads and will be finalized at a future meeting, the ordinance adopts the structural mechanisms that will guide compensation going forward.

Key provisions include:

- Minimum and maximum salary ranges for each position (figures pending).
- Annual Cost-of-Living Adjustments (COLA) tied to CPI, capped at 2.5%.
- Additional compensation for critical professional designations such as ROINC, CPA, and PE, along with stipends for other professional certifications.
- Merit bonuses (up to $2,000) for employees who reach the top of their range.
- A grandfathering provision ensuring no employee's salary is reduced due to implementation.

The ordinance is designed to control long-term personnel costs, incentivize professional development, and improve internal equity and transparency in compensation practices. It also positions the Village to remain competitive in recruiting and retaining qualified staff.

ATTACHMENTS (PLEASE LIST)

Staff Memo, Draft Ordinance

ACTION REQUESTED

☒For Discussion Only

☐Resolution

☒Ordinance

☐Motion:

MOTION: I MOVE TO APPROVE ORDINANCE 2025-__, AN ORDINANCE ADOPTING COMPENSATION RANGES FOR VILLAGE EMPLOYEES

Staff: Joey Dienberg, Village Administrator   Date: 10/01/2025

VILLAGE OF WINNEBAGO
MEMORANDUM

Prepared By:	Joseph Dienberg, Village Administrator
To:	Village Board of Trustees
Date:	October 1, 2025
Subject:	An Ordinance Adopting Compensation Ranges for Village Employees

Background

In January 2024, after several months of study and discussion, the Finance, Public Works, and Police Committees each established compensation ranges for specific positions as part of the step pay proposal. These included the Maintenance I, Maintenance II, Foreman, and Patrol Officer positions. While the Village ultimately did not adopt a step pay system, a merit-based increase scale was put into place. However, the Village at that time still recognized that relying solely on merit increases results in compounding adjustments that are not financially sustainable.

To address this challenge, the attached ordinance adopts formal salary ranges for all Village positions. These ranges provide a framework that balances competitiveness with fiscal responsibility by setting maximum ceilings, incorporating automatic CPI adjustments capped at 2.5 percent annually, and establishing clear rules for professional stipends and recognition.

Methodology

The methodology used to develop the proposed ranges varied depending on whether the positions had previously been reviewed by committee. For the Maintenance I, Maintenance II, Foreman, and Patrol Officer positions, the ranges approved through the committee process in 2023 and early 2024 were carried forward into this ordinance without modification.

For all other positions, ranges were developed administratively using three guiding principles. First, the ranges were structured to progress logically upward from the frontline positions, reflecting the natural increases in responsibility, supervisory scope, and organizational impact associated with each level. Second, existing compensation levels served as reference points to ensure the ranges align with the Village's current pay practices and maintain internal equity. Third, external comparables were reviewed to validate the ranges from a market perspective. Because of the Village's unique size, staffing model, and infrastructure profile, finding an exact match proved difficult; however, Byron was viewed as the closest comparable community given its similar population, traffic volumes, and public infrastructure responsibilities. While not identical, Byron provided a meaningful benchmark to help confirm that the Village's proposed ranges are both reasonable and competitive within the broader market.

These proposed ranges have now been shared with the respective department heads, and their feedback is pending. At this stage, the intent is to focus discussion on the framework and structure of the ordinance itself, with the specific range figures to be revisited after departmental input is received.

Key Provisions

The ordinance sets January 1, 2026, as the effective date for the adopted ranges. Beginning in 2027, the ranges will adjust annually by the CPI with a cap of 2.5 percent. Special compensation mechanisms are included to recognize critical professional designations such as Responsible Operator in Charge (ROINC), Certified Public Accountant (CPA), and Professional Engineer (PE). Additional recognition is also provided for other certifications and designations, such as Certified Municipal Treasurer, Certified Municipal Clerk, Certified Police Chief, etc., which reduce reliance on outside contractors or promote professional development.

Ther is also a provision for a Merit Bonus of 2.5 % (Max $2,000) for employees that have exceeded the range.

Grandfathering Approach

All current employees will be grandfathered into their existing pay levels and any expected increases through January 1, 2027.

Starting in 2027, if an employee's base pay is above the maximum for their position's range, their base salary will be frozen until the range catches up. During that time, they would not receive annual cost-of-living increases, or would receive a reduced adjustment, but could still earn merit bonuses.

This approach ensures no one's pay is reduced as a result of adopting the new ranges. Instead, it gradually brings any outliers back into alignment over time.

For example, if an employee is earning $72,000 while their position's range tops out at $70,000, they would keep their current pay. As the maximum range slowly increases each year, they would stay frozen at $72,000 until the range surpasses that amount—at which point they'd re-enter the normal increase cycle. Merit bonuses would still be available while their base pay is frozen, so performance continues to be recognized even if base salary growth pauses temporarily.

This prevents salaries from compounding faster than revenues, which has created sustainability concerns under the current system of annual increases.

Year	**Chart 7.1** Sample Employee							
	Min	Max	Base Salary	Base % Raise	Merit Bonus	Base Salary + Merit Bonus	Total % From Base	Current with 5% YoY
2025	$ 50,000.00	$ 70,000.00	$ 72,000.00	5.0%	$ -	$ 72,000.00	5.0%	$ 72,000.00
2026	$ 51,250.00	$ 71,750.00	$ 75,600.00	5.0%	$ -	$ 75,600.00	5.0%	$ 75,600.00
2027	$ 52,531.25	$ 73,543.75	$ 75,600.00	0.0%	$ 1,890.00	$ 77,490.00	2.5%	$ 79,380.00
2028	$ 53,844.53	$ 75,382.34	$ 75,600.00	0.0%	$ 1,890.00	$ 77,490.00	2.5%	$ 83,349.00
2029	$ 55,190.64	$ 77,266.90	$ 77,266.90	2.2%	$ 1,931.67	$ 79,198.57	4.8%	$ 87,516.45
2030	$ 56,570.41	$ 79,198.57	$ 79,198.57	2.5%	$ 1,979.96	$ 81,178.54	5.1%	$ 91,892.27
2031	$ 57,984.67	$ 81,178.54	$ 81,178.54	2.5%	$ 2,000.00	$ 83,178.54	5.0%	$ 96,486.89

Impact and Recommendation

The ordinance creates a balanced, sustainable framework for Village compensation. It ensures that pay remains competitive for attracting and retaining staff, but does so in a way that prevents unchecked growth and protects the Village's long-term fiscal health. By incentivizing employees to pursue professional certifications, the Village also reduces costs associated with outside contractors and strengthens its own internal capacity.

For these reasons, staff recommends approval of the Ordinance Adopting Compensation Ranges for Village Employees and Establishing Compensation Adjustment Mechanisms.

ORDINANCE NO. 2025-___

AN ORDINANCE ADOPTING COMPENSATION RANGES FOR VILLAGE EMPLOYEES

WHEREAS, the Village of Winnebago is committed to maintaining fair, competitive, and fiscally responsible compensation practices that ensure equity for employees across all departments; and

WHEREAS, the establishment of formal salary ranges provides a transparent framework for compensation and prevents unchecked growth in the absence of fixed caps, while ensuring flexibility to remain competitive in attracting and retaining qualified employees; and

WHEREAS, the Village recognizes that certain designations such as Responsible Operator in Charge (ROINC), Certified Public Accountant (CPA), and Professional Engineer (PE) are essential to the Village's ability to meet regulatory, financial, and operational requirements, and in the absence of such designations among staff the Village would be required to engage outside firms at substantially higher cost; and

WHEREAS, other required professional licenses and certifications provide similar value in ensuring that the Village avoids reliance on outside contractors to fulfill legal or operational obligations; and

WHEREAS, additional designations including, but not limited to, a Certified Municipal Treasurer, Certified Municipal Clerk, IEPA Water License, Police Field Training Officer (FTO), FBI National Academy Graduate, Certified Chief of Police, and ICMA Credentialed Manager (ICMA-CM), while not legally required, represent best practices, provide professional recognition, and enhance the Village's internal capacity and leadership development; and

WHEREAS, the Village Board has determined that establishing specific compensation mechanisms for such designations will reduce the Village's reliance on outside contractors, promote internal capacity, and ensure sustainability of core Village services; and

WHEREAS, the Village maintains a Personnel Policy, as amended from time to time, which governs general employment practices and procedures, and nothing in this Ordinance is intended to replace or supersede the Personnel Policy; and

WHEREAS, the Village Board has reviewed and approved the following salary ranges for fiscal year 2026, to take effect January 1, 2026;

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

SECTION I: ADOPTION OF 2026 SALARY RANGES

The following salary ranges for Village positions are hereby adopted effective January 1, 2026:

POSITION	MINIMUM HOURLY RATE	MAXIMUM HOURLY RATE	MINIMUM ANNUAL SALARY	MAXIMUM ANNUAL SALARY
Seasonal PW				
Intern				
Utility Billing Clerk I				
Maintenance I				
Administrative Assistant				
Utility Clerks II				
Assist. Deputy Clerk/Treasurer				
Maintenance II				
Police Officers				
Deputy Clerk				
Treasurer				
PW Division Foreman				
Police Sergeant				
Police Lieutenant				
Superintendent of Streets				
Public Works Director				
Police Chief				
Village Administrator				

SECTION II: COST OF LIVING ADJUSTMENTS

Beginning January 1, 2027, and each January 1 thereafter, the above salary ranges shall automatically adjust by the annual change in the Consumer Price Index, not to exceed 2.5% in any given year.

SECTION III: SPECIAL COMPENSATION MECHANISMS

A. Responsible Operator in Charge (ROINC), Certified Public Accountant (CPA), and Professional Engineer (PE): Employees who obtain and maintain designation as Responsible Operator in Charge (ROINC), Certified Public Accountant (CPA), or Professional Engineer (PE) shall be eligible for additional compensation as follows:

B. Public Works employees designated as ROINC shall receive up to a $30,000 increase to their base salary. In no case shall an employee's total salary, including stipend, exceed the established maximum salary range for the position plus $15,000 (or 7.21/hour).

C. Public Works employees serving as PE for the Village shall receive an increase of up to $15,000 to their base salary. In no case shall an employee's total salary, including stipend, exceed the established maximum salary range for the position plus $15,000 (or 7.21/hour).to be set by the Village Administrator and reported to the Village Board.

D. A Treasurer serving as a CPA for the Village shall receive up to a $20,000 increase to their base salary. In no case shall an employee's total salary, including stipend, exceed the established maximum salary range for the position plus $10,000 (or 7.21/hour).

E. Professional Licenses and Certifications:

   1. Employees who obtain and maintain other professional licenses or certifications required by law or necessary to avoid the Village's reliance on outside contractors may be recognized with additional compensation, subject to the following:
   2. The designation must be directly related to the employee's position.
   3. The additional compensation shall not exceed $10,000 annually unless expressly approved by the Village Board.
   4. Any such adjustments must be reported to the Village Board in writing.

F. Other Professional Designations (Not Required):

   1. Employees who obtain and maintain professional designations that are not legally required but provide added value to the Village shall be recognized with the following additional compensation:
   2. The Treasurer who obtains and maintains designation as a Certified Municipal Treasurer shall receive a one-time permanent increase of $1,500 to their base salary.
   3. The Deputy Clerk who obtains and maintains designation as a Certified Municipal Clerk shall receive a one-time permanent increase of $1,500 to their base salary.
   4. Public Works employees who obtain and maintain a valid Class A Commercial Driver's License (CDL), where not already required by their position description, shall receive an additional $1.50 per hour.
   5. Public Works employees who obtain and maintain a Water Operator License but are not designated as the ROINC shall receive an additional $3.00 per hour.
   6. Any supervising employee in the Public Works Department who successfully completes and maintains certification through the Illinois Public Service Institute (IPSI) shall receive an additional $1,500 annually (or the hourly equivalent calculated at 2,080 hours per year).
   7. Police Officers formally designated as Field Training Officers (FTO) shall receive an additional $1.00 per hour while actively performing FTO duties.
   8. Police Command Staff who successfully graduate from the FBI National Academy shall receive an additional $1,500 annually (or the hourly equivalent calculated at 2,184 hours per year).
   9. Any Police Chief who obtains and maintains the designation of Certified Chief of Police through the Illinois Association of Chiefs of Police shall receive an additional $1,500 annually (or the hourly equivalent calculated at 2,184 hours per year).

10. Any Village Administrator or other qualifying executive employee who obtains and maintains designation as an ICMA Credentialed Manager (ICMA-CM) shall receive an additional $1,500 annually (or the hourly equivalent calculated at 2,184 hours per year).
11. Other professional designations not specifically listed in this Section may be submitted to the Village Administrator for review and consideration of additional compensation, subject to budgetary limits and Village Board reporting requirements.

SECTION IV: MERIT BONUS

A. **Eligibility.** An employee whose base salary is at the maximum of the range established for their position under this Ordinance and, therefore, ineligible for a within-range base salary increase as outlined in section 8-4 of the Personnel Policy, shall be eligible for an annual merit bonus based on the employee's performance evaluation.

B. **Amount and Scale.** The merit bonus shall not exceed $2,000 per year and shall be calculated by applying the following percentages to the employee's annual base salary at the time of evaluation, subject to a $2,000 cap:

   a. Unacceptable: 0%; Needs Improvement: 1%; Meets Expectations: 1.5%; Performs Commendably: 2%; Exceeds Expectations: 2.5%

   These percentages align with the Village's Personnel Policy 8-4 schedule for annual increases (merit).

C. **Nature of Payment.** Merit bonuses are not part of base salary, and shall not be used to calculate future salary ranges or benefits.

D. **Employees Below Maximum.** Except for employees at range maximum, employees remain eligible for the annual increases (COLA and merit) provided in Personnel Policy 8-4, administered pursuant to that policy.

SECTION V: BASIS AND APPLICATION OF COMPENSATION RANGES

The compensation ranges set forth in this Ordinance were established by the Village Administration Team in conjunction with input from the Police and Public Works Committees in 2023. Rates were subsequently adjusted for inflation and specifically evaluated to ensure that current employees fall within the adopted ranges.

In addition, leadership and administrative roles were evaluated by the Village Administrator through a review of comparable communities, market standards, and the Village's historical approach to compensation for such positions. This evaluation ensured that pay ranges for supervisory, director-level, and administrative positions are competitive with peer municipalities while remaining consistent with the Village's budgetary capacity and past practices.

Nothing in this Ordinance shall result in a reduction or adjustment to any employee's current pay, nor shall employees be retroactively credited with stipends or increases for certifications obtained prior to the passage of this Ordinance.

SECTION VI: RELATIONSHIP TO PERSONNEL POLICY

This Ordinance is not intended to replace, supersede, or amend the Village's Personnel Policy. The Village maintains a Personnel Policy, as amended from time to time, which governs general employment practices, procedures, and benefits. Any matters not specifically addressed in this Ordinance shall be governed by the Personnel Policy.

SECTION VII: GRANDFATHERING PROVISION

A. **Grandfathering Provision Established:** All current employees of the Village are hereby grandfathered into their existing compensation levels and all anticipated increases through January 1, 2027.

B. **Limitation on Cost-of-Living Adjustments for Employees Above Range Maximum:** In the event that, as of January 1, 2027, any employee's base pay exceeds the maximum of the range established for their position under this Ordinance, such employee shall not receive the annual CPI adjustment or shall receive a reduced CPI adjustment within the established range, until their compensation falls within the established range.

C. **Preservation of Existing Base Pay:** No current employee's compensation will be lowered due to the adoption of this ordinance. This provision shall not be construed to reduce any current employee's base pay but shall serve to align compensation over time with the ranges adopted herein.

D. **Illustrative Example of Grandfathering Application:** By way of example, assume that upon adoption of this ordinance in 2025 the maximum salary for a position is $70,000, but John Doe is already earning $72,000, which exceeds the maximum range. Under this Grandfathering Provision, John Doe is permitted to retain this higher base salary and any increases through January 1, 2027. The narrative below is illustrated in Chart 7.1 Titled Sample Employee.

   On January 1, 2026, the range increases slightly to $71,750, but John Doe's salary continues at $75,600, which remains above the maximum

On January 1, 2027, the grandfathering provision takes effect. John Doe's base salary is frozen at $75,600, and he does not receive the CPI adjustment because he is above the maximum for his position. Instead, he is eligible for a merit bonus of up to 2.5% of his base salary (e.g., $1,890 in 2027), bringing his total compensation to $77,490.

As the maximum range increases by up to 2.5% annually, the gap between John Doe's frozen base salary and the maximum narrows. By 2029, the maximum increases to $77,266.90, which again exceeds his frozen salary of $75,600. At this point, John Doe is brought back into alignment with the established range, and future CPI adjustments resume on his base salary. For example, in 2029 his base salary is adjusted to $77,266.90, with merit bonuses available on top of that.

Throughout this period, John Doe remains eligible for annual merit bonuses under Section V, since such bonuses are not considered part of base salary. This ensures that while base pay may remain frozen until the adopted ranges catch up, performance recognition is still provided annually.

The final column in the chart, "Current with 5% YoY", illustrates what John Doe's salary would look like if the Village continued applying a straight 5% annual increase to base pay, without any ceiling or sustainability factor. By 2028, for example, that system would place John Doe at $83,349, compared to the capped and bonus-adjusted total of $77,490 under this Ordinance. Over time, this compounding effect creates salaries that grow faster than revenues, placing a structural burden on the Village's budget. This column underscores why the current system of unchecked year-over-year increases is unsustainable, and why adopting ranges with ceilings is necessary for long-term financial stability.

Year	**Chart 7.1** Sample Employee							
	Min	Max	Base Salary	Base % Raise	Merit Bonus	Base Salary + Merit Bonus	Total % From Base	Current with 5% YoY
2025	$ 50,000.00	$ 70,000.00	$ 72,000.00	5.0%	$ -	$ 72,000.00	5.0%	$ 72,000.00
2026	$ 51,250.00	$ 71,750.00	$ 75,600.00	5.0%	$ -	$ 75,600.00	5.0%	$ 75,600.00
2027	$ 52,531.25	$ 73,543.75	$ 75,600.00	0.0%	$ 1,890.00	$ 77,490.00	2.5%	$ 79,380.00
2028	$ 53,844.53	$ 75,382.34	$ 75,600.00	0.0%	$ 1,890.00	$ 77,490.00	2.5%	$ 83,349.00
2029	$ 55,190.64	$ 77,266.90	$ 77,266.90	2.2%	$ 1,931.67	$ 79,198.57	4.8%	$ 87,516.45
2030	$ 56,570.41	$ 79,198.57	$ 79,198.57	2.5%	$ 1,979.96	$ 81,178.54	5.1%	$ 91,892.27
2031	$ 57,984.67	$ 81,178.54	$ 81,178.54	2.5%	$ 2,000.00	$ 83,178.54	5.0%	$ 96,486.89

SECTION VIII: RANGE RESTORATION

In the event that annual Cost-of-Living Adjustments (COLA) or merit increases do not occur for any reason, including suspension or reduction of increases by the Village Administrator pursuant to Section 8-4 of the Personnel Policy due to budgetary constraints or emergency declarations, the Village shall ensure that any affected employee's base salary is restored to within the adopted salary range as soon as it is financially feasible to do so. Such restoration shall take priority once conditions permit, with the objective of maintaining alignment between employee compensation and the established ranges adopted by the Village Board. Nothing in this Section shall be construed to create a guarantee of immediate restoration during periods of fiscal hardship, but restoration shall be undertaken at the earliest practicable opportunity consistent with the Village's overall financial capacity.

SECTION VIII: SEVERABILITY

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

SECTION IX: EFFECTIVE DATE

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

Agenda Item Executive Summary

Item Name	Transition from Comcast Business to Silo Communications	Committee or Board	Committee

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

EXECUTIVE SUMMARY

The Village originally transitioned to Comcast Business to address reliability issues with its prior provider and to consolidate internet and telephone services under one vendor. While this met operational needs at the time, Comcast's costs have increased to $1,575–$1,850 per month.

Advancements in fiber now offer greater reliability, higher capacity, and lower cost. Silo Communications has quoted $927–$1,017 per month, depending on whether the Village purchases or leases telephone equipment. This represents a savings of $648–$833 monthly ($7,776–$9,996 annually).

Fiber provides clear advantages over coaxial:

- **Reliability** – fewer outages and signal issues.
- **Speed & Performance** – symmetrical upload and download speeds, maximizing efficiency for cloud and communications.
- **Scalability** – capacity can grow with the Village's needs.

Both Comcast and Silo provide modern VoIP telephone service. In addition, Silo will install dedicated fiber lines to each Village-operated building. As a local provider, they also offer faster, more personalized support than national carriers. Staff recommends transitioning to Silo Communications under a 12-month service plan, with performance reviewed before considering a longer agreement.

ATTACHMENTS (PLEASE LIST)

Silo Communications quote

ACTION REQUESTED

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

MOTION:

Staff: Lieutenant Nicholas Haff Date: 10/1/2025

QUOTATION

Customer	Village of Winnebago 108 W Main St Winnebago, IL 61088
Contact	Nicholas Haff
PO / Project Name	Village of Winnebago
Quote Date	09/15/2025
Expires	10/15/2025

Silo Communications

(815) 457-7456 | (833) 457-SILO

www.silocomm.net
help@silocomm.net

Qty	Description	Term	Rate	Total/MRC
10.00	***PURCHASE*** Yealink, SIP-T58W-PRO, IP Phone, Bluetooth Handset, Touch Screen		$369.00	$3,690.00
2.00	***PURCHASE*** Yealink, EX-50 Expansion Module, 60 Keys, Color Display		$119.00	$238.00
10.00	***LEASE*** Yealink, SIP-T58W-PRO, IP Phone, Bluetooth Handset, Touch Screen	12 mo	$8.50	$85.00
2.00	***LEASE*** Yealink, EX-50 Expansion Module, 60 Keys, Color Display	12 mo	$2.50	$5.00
12.00	DID local number, port-in		$21.00	$252.00
	Metro Ethernet W/Bandwith 1000mbps/1000mbps (4) Locations ● 108 W Main St ● 400 E McNair Rd ● 600 W Soper St ● Police Garage (1) Public IP Address ***Customer to provide router/switch at each location***	12 mo		$675.00
		36 mo		$635.00
		60 mo		$605.00
1.00	Install Charge/Phone programming			$1,500.00

Notes
- Phone lease: $0 buy out after 60 months - Customer to use existing networking gear - Sales tax not included on this quote for phone purchase option - Install fee is total for all locations

Agenda Item Executive Summary

Item Name	Next Steps for 114 South Benton Street (Former Bud's Auto)	Committee or Board	Committee

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

EXECUTIVE SUMMARY

The property at 114 South Benton Street, formerly Bud's Auto, has been condemned due to years of code non-compliance, lack of water service, and severe structural deterioration. Past inspections have deemed the structure unsafe for fire and rescue operations. In addition to safety concerns, the property has accumulated delinquent taxes since 2019, with an estimated $10,000 currently owed and projections exceeding $20,000 by 2026.

If taxes remain unpaid through May 2026, ownership will transfer to the Winnebago County Trustee via the County Trustee Program, administered by the Region 1 Planning Council. This would enable the Village to pursue demolition with Trustee approval.

Staff recommends pursuing Option 1: pursuing an access agreement with the current property owner to allow Fehr Graham to conduct Phase I and II environmental assessments under the EPA Brownfield program. These assessments are required prior to any demolition and are available at little to no cost to the Village. Completing this process in advance will position the Village to act promptly once Trustee ownership is secured.

This strategy balances fiscal responsibility and safety while preparing the property for future redevelopment.

ATTACHMENTS (PLEASE LIST)

Staff Memo

ACTION REQUESTED

☒For Discussion Only
☐Resolution
☐Ordinance
☐Motion:

MOTION:

Staff: Joey Dienberg, Village Administrator   Date: 10/01/2025

VILLAGE OF WINNEBAGO
MEMORANDUM

Prepared By:	Joseph Dienberg, Village Administrator
To:	Committee of the Whole
Date:	October 1, 2025
Subject:	Next Steps for 114 South Benton Street (Former Bud's Auto)

Background

The property at 114 South Benton Street, formerly Bud's Auto, has been a persistent concern for the Village. The building has sat vacant for years, with no water service in over a decade, and has steadily deteriorated. Past inspections identified serious structural issues, including failing walls, making the building unsafe for fire or rescue personnel. Earlier this month (September 2025), the Village officially condemned the property.

The financial and legal status of the property complicates matters further. Property taxes have been delinquent since 2019, with approximately $10,000 currently owed and projections reaching $20,000 by 2026. Attempts to contact the owner through certified mail and other means have gone unanswered for several years. If taxes remain unpaid through May 2026, the County Trustee Program will take effect, transferring ownership to the Winnebago County Trustee, administered through Region 1 Planning Council.

At that point, the Trustee would have the authority to grant the Village permission to proceed with demolition. EPA Brownfield funding is available to support environmental assessments (Phase I and Phase II). These assessments would identify potential contamination on the site and are a prerequisite step for any demolition or redevelopment. Importantly, this funding does not cover demolition—only the environmental due diligence, which must be completed regardless of which path the Village chooses.

Option 1 – Access Agreement and Environmental Process (Recommended): The Village could pursue an access agreement with the current owner, allowing Fehr Graham to begin Phase I and Phase II environmental assessments through the EPA Brownfield program. This would provide necessary environmental data at little to no cost to the Village while preserving eligibility for outside support.

Once the County Trustee assumes ownership in May 2026, the Trustee could authorize the Village to move forward with demolition. By completing the environmental work in advance, demolition could proceed more quickly once Trustee permission is granted.

This option ensures environmental requirements are addressed early, positions the Village to act promptly after Trustee transfer, and avoids unnecessary Village costs beyond what is required.

Option 2 – Immediate Demolition (Village-Funded): The Village could elect to move forward with demolition now, using Village funds to cover the full cost. However, environmental assessments would still need to be completed first, meaning the Brownfield process must occur regardless.

Additionally, ordering and completing demolition now may take just as long as Option 1, due to the legal and procedural steps involved. The key difference is that the Village would bear the entire financial burden of demolition without any assistance from the County Trustee.

This option accelerates removal of the structure but at significantly higher cost, with little or no time savings.

Option 3 – Wait for County Trustee Process Before Action: The Village could wait until May 2026, when the County Trustee is scheduled to assume ownership if taxes remain unpaid. At that time, the environmental assessments could be initiated through the Brownfield program, followed by demolition after Trustee authorization.

This option would eventually accomplish the same result as Option 1 but would delay any action for at least eight months, leaving a condemned and unsafe structure in place during that time.

Recommendation: Option 1 is recommended. Securing an access agreement now allows the Village to begin the required environmental assessments through the EPA Brownfield program, preserving funding eligibility and ensuring this critical step is completed in advance. Demolition could then proceed once the County Trustee assumes ownership and grants permission. Compared to the other options, this approach best balances cost, liability, and timeliness while preparing the site for safe redevelopment.

Agenda Item Executive Summary

Item Name	AN ORDINANCE AMENDING PERSONNEL POLICY SECTION 9-2: GROUP MEDICAL INSURANCE	Committee or Board	Committee

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

EXECUTIVE SUMMARY

At the September 17, 2025 Village Board Meeting, the Village adopted an ordinance to join the Intergovernmental Personnel Benefit Cooperative (IPBC), a move intended to stabilize insurance premiums and reduce employee exposure to claims. As part of this transition, the Village is proposing two amendments to Personnel Policy Section 9-2: Group Medical Insurance.

The first amendment changes the effective date of health coverage to the employee's date of hire, eliminating the current waiting period, which can leave new hires temporarily uninsured. This aligns with IPBC standards and addresses employee concerns raised during recent strategic planning focus groups.

The second amendment permits retirees who are receiving an Illinois Municipal Retirement Fund (IMRF) pension to remain on the Village's group health insurance plan until they become Medicare-eligible. Retirees would pay 100% of the premium cost. This change would smooth the transition into retirement, support continuity of care, and potentially encourage timely retirement, supporting succession planning.

These revisions aim to enhance the Village's employee benefits program while aligning with its strategic goals and new IPBC membership.

ATTACHMENTS (PLEASE LIST)

Staff Memo

ACTION REQUESTED

☒For Discussion Only

☐Resolution

☐Ordinance

☐Motion:

MOTION: I MOVE TO APPROVE ORDINANCE 2025-__, AN ORDINANCE AMENDING PERSONNEL POLICY SECTION 9-2: GROUP MEDICAL INSURANCE

Staff: Joey Dienberg, Village Administrator Date: 10/01/25

VILLAGE OF WINNEBAGO

MEMORANDUM

Prepared By:	Joseph Dienberg, Village Administrator
To:	Village Board of Trustees
Date:	10/1/2025
Subject:	Personnel Policy 9-2 Ammendment

Background:

At the September 17th, 2025 Village Board Meeting, the Village Boaqrd adopted an ordinance to join the Intergovernmental Personnel Benefit Cooperative (IPBC), An organization that reduces our employees exposure to claims, keeping insurance premiums at a reliable level, versus having drastic and inconsistent increases year to year based on the Village's employee population.

As a part of the implementation of IPBC, the staff is reevaluating our current policies while building a new program. Two items that were not in our Personnel Policy Section 9-2 Group Medical Insurance, is changing the effective date of the plan to the date of hire, rather than the current policy, which is, "Coverage becomes effective on the first of the month following thirty (30) days of employment." The current policy can leave new hires uninsured for an amount of time, and as a part of the Village's Strategic Planning focus groups, this was a common refrain from staff, that benefits take more time to become effective. IPBC offers day of hire eligibility, reducing the gap in coverage, and allowing for immediate coverage for employees.

The second item is offering retirees to stay with the village's group insurance until they reach Medicare eligibility. Currently, once an employee retires, they are responsible for finding and securing their own insurance coverage during the gap between employment and Medicare eligibility, which can often lead to significant cost increases and disruption in care. By allowing retirees to stay with the Village's plan — with the understanding that they would pay the full premium cost — we provide a smoother and more predictable transition into retirement, helping long-term employees maintain continuity of care with their providers and reducing the administrative and financial burdens associated with seeking new coverage. Additionally, removing the barrier of post-employment coverage may allow some employees who are otherwise ready to retire to do so without the concern of losing affordable health insurance, creating new opportunities for succession planning and organizational growth.

Recommended Revision to Section 9-2 Group Medical Insurance

The Village provides regular full-time employees and all eligible dependents with group medical insurance under the terms specified in the Village of Winnebago Group Medical Insurance policy documents as adopted by the Board from time to time.

The Village will cover 90% of the health insurance premium cost for regular full-time employees and their eligible dependents. The employee portion of the health insurance premium cost will be 10%.

The Village Administrator is responsible for negotiating group medical insurance plans on behalf of the Village. It is his/her responsibility to secure plans that provide comprehensive coverage for employees while ensuring that the plans are fiscally responsible and sustainable for the Village. The Village Administrator with consultation with the Administration Team and Department Heads will make recommendations to the Village Board as soon as possible for final approval.

Coverage becomes effective **upon their date of hire.** ~~on the first of the month following thirty (30) days of employment.~~ Specific benefits of the plan are described in insurance brochures provided to each employee by the Village. Annually, there is an open enrollment period during which an employee may elect to change coverage; typically thirty (30) days prior to plan year end date. Medical coverage may be continued during an approved leave of absence at the employee's expense in accordance with applicable law and/or at the discretion of the Village Board. Employee's payment of insurance premium shall be paid by the first of each month.

Employees who retire directly from Village employment and are receiving an Illinois Municipal Retirement Fund (IMRF) pension shall be eligible to continue participation in the Village's group medical insurance plan until they become eligible for Medicare. Retirees shall be responsible for payment of one hundred percent (100%) of the premium cost. Retiree coverage shall mirror the medical insurance benefits offered to active employees, subject to the terms and conditions of the Village's group medical insurance policy documents.

Agenda Item Executive Summary

Item Name	Bring Your Own Beverage Discussion	Committee or Board	Committee

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

EXECUTIVE SUMMARY

Winnebago Indoor Golf has expressed interest in applying for a Bring Your Own Beverage (BYO) permit as allowed under the Village's liquor ordinance. The business has indicated that they are currently unable to obtain dram shop insurance, as they do not hold a liquor license.

The Village's ordinance requires that any business owner seeking a BYO permit must provide a certificate of insurance reflecting dram shop or equivalent liability coverage, at state-mandated levels. In communication with the owner, Village staff have advised that while standard dram shop insurance may not be available, the business could pursue a similar form of coverage such as Stand-Alone Liquor Liability Insurance.

This discussion aims to clarify ordinance requirements and determine next steps regarding compliance and potential approval.

ATTACHMENTS (PLEASE LIST)

Ordinance 2025-02

ACTION REQUESTED

☒For Discussion Only
☐Resolution
☐Ordinance
☐Motion:

MOTION:

Staff: Joey Dienberg, Village Administrator
Date: 10/01/25

VILLAGE OF WINNEBAGO

ORDINANCE NO. 2025-02

AN ORDINANCE AMENDING ORDINANCE NO. 97-11 ENTITLED "AN ORDINANCE ESTABLISHING A LIQUOR CONTROL COMMISSION AND PROVIDING FOR THE CONTROL AND REGULATION OF THE SALE AND CONSUMPTION OF ALCOHOLIC LIQUORS IN THE VILLAGE OF WINNEBAGO, ILLINOIS" TO ALLOW OPTION BY ISSUANCE OF PERMIT TO BUSINESS ONLY, OF "BRING YOUR OWN" ("byo") AT BUSINESSES OPERATING AS A PUBLIC ACCOMMODATION, AND REVOKING ORDINANCE NO. 2015-06 PREVIOUSLY PASSED PROHIBITING THE SAME

ADOPTED BY THE BOARD OF TRUSTEES

VILLAGE OF WINNEBAGO

THIS 5th DAY OF February, 2025

Published in pamphlet form by authority of the Village Board of Trustees of the Village of Winnebago, Illinois, this 11th day of FEBRUARY, 2025.

ORDINANCE NO. 2025-02

AN ORDINANCE AMENDING ORDINANCE NO. 97-11 ENTITLED "AN ORDINANCE ESTABLISHING A LIQUOR CONTROL COMMISSION AND PROVIDING FOR THE CONTROL AND REGULATION OF THE SALE AND CONSUMPTION OF ALCOHOLIC LIQUORS IN THE VILLAGE OF WINNEBAGO, ILLINOIS" TO ALLOW OPTION, BY ISSUANCE OF PERMIT TO BUSINESS ONLY, OF "BRING YOUR OWN" ("BYO") AT BUSINESSES OPERATING AS A PUBLIC ACCOMMODATION, AND REVOKING ORDINANCE NO. 2015-06 PREVIOUSLY PASSED PROHIBITING THE SAME

WHEREAS, the Illinois Liquor Control Act only regulates the sale of alcoholic liquors, thus creating a legal loophole whereby businesses or other public accommodations without a liquor license may allow patrons to bring in their own alcohol for consumption on the premises, but irrespective of the above, pursuant to Chapter 65 of the Illinois Compiled Statutes, Section 5/11-42-1 et seq, a municipality has powers over certain businesses within its jurisdiction; and

WHEREAS, Chapter 65 ILCS 5/11-42-10.1 specifically provides that corporate authorities of a given municipality may license or regulate businesses operating as a public accommodation that permit the consumption of alcoholic liquor on the business premises and that are unlicensed under the Illinois Liquor Control Act of 1934, as amended; and

WHEREAS, via Ordinance No. 2015-06, the Village of Winnebago Board of Trustees passed an ordinance on May 11, 2015, to amend the Village's liquor ordinance No. 97-11 in order to prohibit "Bring Your Own" ("BYO") at businesses operating as a public accommodation if such entity did not already hold a liquor license through the Village of Winnebago and State of Illinois, by adding a definition for "public accommodation", and within said ordinance prohibiting a public accommodation, which does not hold a duly issued, currently effective, and in good standing liquor license issued by the Village of Winnebago and State of

Illinois, to permit or allow the consumption of any alcoholic liquor on the premises of that establishment; and

WHEREAS, via Ordinance No. 2024-11 passed on July 8, 2024, the Village of Winnebago Board of Trustees amended Ordinance No. 97-11 to add certain definitions and allow consumption of alcoholic liquor on a pedal bus under a BYOB (Bring Your Own Beverage) arrangement, with certain terms and conditions particular to a pedal bus, and the amendments to the Village's Liquor Ordinance effectuated by the passage of the instant ordinance are not intended to affect Ordinance No. 2024-11, which has its own particular set of rules and regulations based on the unique nature of a pedal bus; and

WHEREAS, the current Village Board of Trustees, with the recommendation of the Village's Liquor Commission, now believes it would be desirable to allow a BYO permit to be allowed to be issued by businesses operating as a public accommodation that does not otherwise have a duly issued liquor license from the Village of Winnebago and State of Illinois, provided there is compliance with certain terms and conditions, and with the term "permit" being used instead of "license" to more clearly distinguish this arrangement from another traditional brick and mortar establishment situation where a license is issued to sell and/or serve alcohol, since this "Bring Your Own" (BYO) arrangement clearly shall not allow the sale, service, or giving away of alcoholic liquor by the business operating as a public accommodation, but rather only allows the BYO activity by the customer to occur if the business has a BYO permit from the Village to engage in the same.

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

PART I—DEFINITIONS

The definition of "Bring Your Own (BYO)" shall be added to Ordinance No. 97-11, and also the definition of "public accommodation" as defined in Article I, Section 3 of the Village's liquor ordinance (Ord. No. 97-11, as amended), contained in Ordinance No. 2015-06 that is being revoked by the instant ordinance shall be added back to Ordinance No. 97-11 in alphabetical order to the list of definitions contained in the above-mentioned Article I, Section 3 of the Village's liquor ordinance (Ord. No. 97-11, as amended) and shall read as follows:

> **Bring Your Own (BYO)** means the practice of allow a business owner, who does not hold a duly issued and valid liquor license issued by the Village of Winnebago and State of Illinois, but who holds a duly issued, currently effective, and in good standing Bring Your Own (BYO) permit from the Village of Winnebago to permit patrons twenty-one (21) years of age or older to bring into, and consume, certain alcoholic beverages in the public accommodation premises under the rules and regulations contained in this ordinance.
>
> **Public accommodation**, pursuant to 65 ILCS 5/11/42-10.1, means a refreshment, entertainment, or recreation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, or advantages, are extended, offered, sold, or otherwise made available to the public.

PART II—REGULATION OF "BRING YOUR OWN" ("BYO")

The following Article IX.5 shall be added to the Village's liquor current liquor ordinance with the following provisions:

Section 1: Allowance of "Bring Your Own" ("BYO")

A. Any business, or any employee or agent thereof, within the Village of Winnebago operating as a public accommodation, which does not hold a duly issued, currently effective, and in good standing liquor license issued by the Village of Winnebago and State of Illinois, shall, only after applying for, and being granted, a BYO permit by the Village Liquor Commissioner, be allowed to permit or allow patrons twenty-one (21) years of age or older to bring into the establishment and consume their own beer, wine, and seltzers, or a commercially premixed and prepackaged alcoholic drink containing hard liquor (e.g. margarita, etc.) no greater than sixteen (16) ounces that is in a commercially sealed bottle or aluminum can at the time of entry on the premises of that establishment, provided the following rules, regulations, terms, and conditions are met and followed:

1. A BYO permit shall entitle a business operating as a public accommodation to permit consumption of only beer, wine, and seltzers, or a commercially premixed and prepackaged alcoholic drink containing hard liquor (e.g. margarita, etc.) no greater than sixteen (16) ounces that is in a commercially sealed bottle or aluminum can at the time of entry into the business, brought onto the premises by a customer that is twenty-one (21) years of age or older for personal consumption, including consumption by said customer's guests who are twenty-one (21) years of age or older, subject to the conditions in this section, and any other laws, rules, or regulations that may be established by the State of Illinois, or the Village.

2. The consumption of beer, wine, and seltzers, or a commercially premixed and prepackaged alcoholic drink containing hard liquor (e.g. margarita, etc.) no greater than sixteen (16) ounces that is in a commercially sealed bottle or aluminum can at the time of entry on the premises of that establishment, brought in by the customer is restricted to the premises location for which the permit is issued.

3. Beer, wine, or seltzers, or a commercially premixed and prepackaged alcoholic drink containing hard liquor (e.g. margarita, etc.) no greater than sixteen (16) ounces that is in a commercially sealed bottle or aluminum can at the time of entry on the premises of that establishment may only be consumed in factory pre-sealed bottles or aluminum cans, with the ability, once in the establishment, for the customer who is age twenty-one (21) years of age or older, to pour the drink into a cup or glass, if desired. The referenced bottles or cans shall each be no more than sixteen (16) ounces, except that up to one bottle of wine may be brought in in a bottle containing up to 750 milliliters, and each customer twenty-one (21) years of age or older shall have no more than a combination of six (6) bottles or aluminum cans. However, the customer may bring in the one bottle of wine containing no more than 750 milliliters referenced above into the establishment in lieu of the combination of 6 small bottles or aluminum cans of that same type of beverage. No hard alcoholic liquor by itself (e.g. whiskey, vodka, etc.,) shall be allowed regardless of the type of container, except, as provided herein, a commercially premixed and prepackaged alcoholic drink containing hard liquor (e.g.

margarita, etc.) no greater than sixteen (16) ounces that is in a commercially sealed bottle or aluminum can at the time of entry into the business.

4. The business may charge a corkage fee to the customer for the privilege of opening within the establishment beer, wine, and seltzer beverages, or a commercially premixed and prepackaged alcoholic drink containing hard liquor (e.g. margarita, etc.) no greater than sixteen (16) ounces that is in a commercially sealed bottle or aluminum can at the time of entry on the premises of that establishment, provided that such specific fee is prominently displayed at the establishment. The permittee may not charge any additional fees for permitting beer, wine, and seltzer beverages, and limited commercially packaged alcoholic beverages as described above, to be consumed, other than a corkage fee. A corkage fee is the fee a business may charge to a customer for bringing in the customer's own wine, beer, or other allowed alcoholic beverage. This fee may not exceed $40.00 per patron bringing in the beer, wine, seltzer, or a commercially premixed and prepackaged alcoholic drink containing hard liquor (e.g. margarita, etc.) no greater than sixteen (16) ounces that is in a commercially sealed bottle or aluminum can at the time of entry into the public accommodation. The business operator or any employee or agent of the business may provide a cup or glass to the patron, but may not serve, dispense, or pour the beverage.

5. No business that is primarily focused on providing services or activities for children (e.g. gymnastics classes, martial arts studios, etc.) shall be allowed to obtain a BYO permit. This type of business is to be distinguished from certain

other businesses (e.g. restaurants, bowling alleys, golf simulator establishments,, axe-throwing venues, hair and/or nail salons, barbers shops , etc.) that may have children as patrons, but are not specifically targeted toward children. The interpretation of whether a given business falls into this category shall be reserved to the Village Liquor Commissioner, with the advice and consent of the Village Board, in determining whether or not it would be appropriate to issue a BYO permit to such business operating as a public accommodation.

6. The business operator, owner, and all employees shall monitor the consumption by customers of beer, wine, seltzer, and limited commercially prepackaged alcoholic beverages allowed as described herein, and in accordance with required BASSETT training, based on observed problematic physical condition or behavior of the patron evidencing impairment from alcohol consumption, inform the patron that such patron may not consume any additional liquor during the remainder of the stay at the business.

7. The business operator, owner, and all employees shall be responsible for checking driver's license or state issued identification of all patrons of the establishment who bring in beer, wine, or seltzers, or, as limited herein, a commercially prepackaged alcoholic beverage allowed under this ordinance to confirm anyone who may be consuming such beverages is at least twenty-one (21) years of age.

8. A business operator, owner, and all employees responsible for checking identification must be appropriately trained through BASSET (Beverage Alcohol Sellers and Servers Education Training).
9. Upon application for a BYO permit where it is anticipated that patrons twenty-one (21) years of age or older will be allowed to bring their own beer, wine, seltzer beverages into the business, or a commercially premixed and prepackaged alcoholic drink containing hard liquor (e.g. margarita, etc.) no greater than sixteen (16) ounces that is in a commercially sealed bottle or aluminum can at the time of entry, the owner of the business shall provide to the Village a certificate of insurance reflecting coverage for dram shop or equivalent liability at the state mandated amounts for providing the service of allowing BYO. These requirements shall be in addition to any other insurance requirements that may be required of the business by the Village.
10. The annual fee for a BYO permit shall be $250.00, with the annual permit term being May 1st through April 30th of a given calendar year, and there being no pro-rations for permits issued any time within that given calendar year, except if an initial permit issued in February, March, or April of a given year the annual fee for that year only shall be $150.00. The annual renewal fee shall be $200.00 annually, with no pro-rations or refunds whatsoever, including, but not limited to, a situation where the business should choose to no longer allow BYO, or the business has its permit revoked, changes ownership, or ceases operation as a business.

11. The applicant shall complete an application provided by the Village that meets the requirements of this ordinance, and provides all information required in the application, as may be revised from time to time by the Village Administrator in consultation with the Village Attorney. The application, once, staff believes the same is in final form, shall forward a copy of the same to the Village Attorney who will then inform the Village Liquor Commissioner in writing if the application meets the requirements of the ordinance for issuance of a permit. The Village Liquor Commissioner shall then decide whether or not it is appropriate to issue the BYO permit, and state his or her findings associated with granting or denial of the same. .
12. For every granted BYO application, a BYO permit shall be issued by the Village signed by the Village Liquor Commissioner and Village Clerk. The permit shall be prominently displayed by the business owner at the business establishment so it is clear to patrons whether or not BYO is allowed. A $10.00 administrative fee shall be charged for a lost, badly torn, or otherwise destroyed BYO permit.

PART III—FINES AND PENALTIES AND DUE PROCESS

Any violation of the instant ordinance, upon passage shall carry a fine of not less than $200.00 nor more than $750.00 for any violation. This fine shall be assessed against the business owner for each person the business owner allows to violate the terms of this ordinance, not just for each table or party. By way of example, if a table of eight (8) persons were in a business establishment operating as a public accommodation and all eight (8) were consuming alcohol other than the type or quantity allowed herein, the fine to the business owner shall be according to the fine parameters reflected above for each person consuming the alcohol. Each visit to the establishment by a given individual whereby such illegal consumption occurs shall be considered a separate violation. The burden shall be on the business owner to prevent such illegal consumption, and the fact that such activity occurs on the premises, or in the establishment the business owner operates as a public accommodation, shall be prima facie evidence of its occurrence, which means it shall be accepted as correct until proven otherwise.

As close as reasonably practical, taking into consideration the differing characteristics of this BYO permit as compared to a liquor license issued, the same due process hearing provisions contained in Ordinance No. 97-11 pertaining to the suspension or revocation of a liquor license shall apply when there is consideration of the suspension or revocation of a BYO permit.

PART IV—EFFECT ON PRIOR ORDINANCES

Ordinance No. 2015-06 is hereby revoked immediately upon the passage of the instant ordinance. All other provisions of Ordinance No. 97-11, as amended, not in conflict with the provisions herein shall remain in full force and effect.

PART V—EFFECTIVE DATE OF ORDINANCE

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

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

ATTEST:
Sally Jo Huggins
____
Sally Jo Huggins, Village Clerk
PASSED: 2-5-2025
APPROVED: 2-5-2025
PUBLISHED (in pamphlet form): 2-11-2025
(in pamphlet form): ________________
Prepared by: Attorney Mary J. Gaziano, Village Attorney