



VILLAGE OF WINNEBAGO

REGULAR BOARD MEETING AGENDA

Wednesday, February 19, 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., 2a. and 21c.

11. APPROVAL OF MINUTES

- [a.](#) *Approval of Board Trustees Meeting Minutes from February 5, 2025

12. APPROVAL OF BILLS

- [a.](#) *Approval of Invoices Presented for Payment \$ 64,741.33

13. PRESIDENT

- [a.](#) President's Report- January 2025
- [b.](#) Village Administrator Performance Review and Compensation Adjustment

14. CLERK'S REPORT

15. TREASURER'S REPORT

- [a.](#) January 2025 Treasurer's Report

16. ADMINISTRATIVE REPORTS

- [a.](#) Chief of Police Monthly Statistics Report
- [b.](#) Fehr-Graham – Engineering Report
- [c.](#) Code Enforcement & Building Officer Monthly Report
- [d.](#) Public Works Monthly Water Usage and Production Reports
- [e.](#) Village Administrator Monthly Report

17. QUESTIONS FROM TRUSTEES/STAFF

18. PUBLIC WORKS COMMITTEE/REPORTS/REQUESTS

- [a.](#) MFT Westfield Project Bid Acceptance
- [b.](#) Clayton Ct Water Main Looping Bid Acceptance
- [c.](#) Goodling and Church St Water Main Looping Bid Acceptance
- [d.](#) 2025 Water Project - IEPA SRLF Project Swift/Winnebago/Cunningham/Soper

19. COMMUNITY DEVELOPMENT COMMITTEE/REPORTS/REQUESTS

20. POLICE COMMITTEE/REPORTS/REQUESTS

21. FINANCE COMMITTEE/REPORTS/REQUESTS

- [a.](#) Approval of An Ordinance Appropriating for all Corporate Purposes of the Village of Winnebago for the Fiscal Year Beginning January 1, 2025 and Ending on December 31, 2025
- [b.](#) Approval of a Resolution Authorizing the Expenditure for Audit Services with Benning Group LLC
- [c.](#) *Line Item Transfer(s)

- 22. LIQUOR COMMITTEE/REPORTS/REQUESTS
- 23. ADMINISTRATIVE TEAM/REPORTS/REQUESTS
- 24. ZONING COMMISSION/REPORTS/REQUESTS
- 25. EXECUTIVE SESSION (CLOSED SESSION) Pursuant to 5ILCS 120/2(c)
- 26. NEW BUSINESS
- 27. TABLED/DEFERRED ITEMS
- 28. UPCOMING MEETINGS
- 29. ADJOURNMENT

Posted: February 12, 2025 at 12:15 p.m. at 108 W. Main Street, Winnebago, IL
and online at www.villageofwinnebago.com Tel 815.335.2020 | Fax 815.415-8491
/s/ Kellie Symonds, Deputy Clerk



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: 11a. BOARD MINUTES FROM February 05, 2025, 12a APPROVAL OF INVOICES PRESENTED FOR PAYMENT TOTALING \$64,741.33, AND 21c. LINE-ITEM TRANSFERS

Staff: Rachel Windgassen, Administrative Assistant Date: 2/19/25

The Board of Trustees of the Village of Winnebago met in person February 5, 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 — LEFEVRE- MCKINNON—present
Absent: KIM - PITNEY – SMITH

Guests: Attorney Mary Gaziano, Village Administrator Joseph Dienberg, Chief Jeff White, Lieutenant Nick Haff, Public Works Director Chad Insko, Treasurer Dana Novinson, Rachel Windgassen, and Duane Springer. Luke Ziegler of Fehr Graham attended online 6:03 to 6:07 p.m.

5. A quorum was established.

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. Motion carried on a unanimous roll call vote of those present.

11. a. Approval of Board Trustees Meeting Minutes from January 15, 2025

12. a. Approval of Invoices Present for Payment \$38,961.64

23. a. Resolution Authorizing Village President to Sign Extension to Illinois Cash Farm Lease with Steven Mitchell to February 28, 2026, for Village-Owned Property in Winnebago Highlands.

13. PRESIDENT

a. The President's Report – N/A

14. CLERK'S REPORT – No items for discussion.

15. TREASURER'S REPORT – N/A

16. ADMINISTRATIVE REPORTS – N/A

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

18. PUBLIC WORKS COMMITTEE/REPORT/REQUESTS

a. Clayton Court Main Looping remains open awaiting for completion of land easements.

b. Goodling and Church Streets water main looping is open awaiting bid completion.

c. 2025 Water Project (Swift/ Winnebago/ Cunningham/Soper) awaiting affirmative information on state revolving fund award.

19. COMMUNITY DEVELOPMENT COMMITTEE/REPORTS/REQUESTS – No items for discussion

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

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

22. LIQUOR COMMITTEE/REPORTS/REQUESTS

a. A motion was MR. LEFEVRE, seconded by MR. ACKERMAN to adopt Ordinance 2025-02 AN ORDINANCE AMENDING ORDINANCE NO. 97-11 "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. Motion carried on a unanimous roll call of those present.

24. ZONING COMMISSION/REPORTS/REQUESTS - No items for discussion.

25. EXECUTIVE SESSION (CLOSED SESSION) Pursuant to 5ILCS 120/2(c) - No Closed Session needed.

26. NEW BUSINESS – No New Business was noted.

27. TABLED/DEFERRED ITEMS – none

28. UPCOMING MEETINGS

The next Board meeting will be February 19, 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. ACKERMAN to adjourn at 6:27 p.m. Motion carried on a voice vote.

UNAPPROVED

Sally Jo Huggins, Village Clerk

Warrant List

February 19, 2025

Board Meeting

Warrant List

Section 1: Invoices Presented for Approval - **\$64,741.33**

Section 2: Invoices over \$5,000 - **\$42,985.75**

** Invoices are available for inspection and review**

SECTION 1:

WARRANT LIST

February 19, 2025

Invoices Presented

For Board Approval

Total Invoices: **\$ 64,741.33**

PACKET: 02932 BOARD PACKET 2/19/25

VENDOR SET: 01

**** CHECK LISTING ****

Section 12. Item #a.

BANK : AP AP BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
000348	A TO Z TOWING, INC. I-9576264-1	TOW 2013 FORD TAURUS	R	2/19/2025		85.00CR	026318	85.00
016055	AIRGAS USA, LLC D/B/A ENCOMPASS I-5513729482	CYLINDER RENTAL	R	2/19/2025		33.03CR	026319	33.03
000075	AUTUMN SUPPLY I-016884	SAFETY VESTS/JACKETS, GLOVES	R	2/19/2025		859.73CR	026320	859.73
000108	BADGER METER INC I-80185210	ORION CELLULAR LTE	R	2/19/2025		1,172.30CR	026321	1,172.30
000117	BONNELL INDUSTRIES INC I-0219738-IN I-0219743-IN	2022 FLEET FLEX CONTROLLER 2022 PLOW MODULE 2 - PORT	R R	2/19/2025 2/19/2025		605.00CR 230.03CR	026322 026322	 835.03
000367	CITY OF ROCKFORD I-75001010	WATER ANALYSIS	R	2/19/2025		120.00CR	026323	120.00
000624	CONNOR CO. I-S011204916.001	FURNACE FAN RAS BUILDING	R	2/19/2025		151.11CR	026324	151.11
000100	CONSERV FS I-108025873 I-108025874 I-108025932 I-108025933 I-45058888	DIESELEX GOLD ULTRA LS CLEAR AKROGOLD UNL GAS AKROGOLD UNL GAS DIESELEX GOLD ULTRA LS SIZZLE PRO ICE MELTER-BLDNGS	R R R R R	2/19/2025 2/19/2025 2/19/2025 2/19/2025 2/19/2025		441.15CR 821.99CR 577.78CR 441.45CR 92.90CR	026325 026325 026325 026325 026325	 2,375.27
000460	CORE & MAIN LP I-W230706	MAIN CLMP, JULIE LOCATE, BREAK	R	2/19/2025		968.84CR	026326	968.84
000024	FEHR-GRAHAM & ASSOCIATES I-126621 PRJ:24-1255 I-126622 PRJ:24-1570 I-126623 PRJ:24-271A I-128894 PRJ: 22-837 I-128897 PRJ:24-1255 I-128899 PRJ:24-271A	IEPA LOAN APPLICATION DRAINAGE STUDY: WESTFIELD 2024 MFT CONSTRUCTION CHURCH/GOODLING MAIN LOOPING CUNNINGHAM MAIN REPLACEMENT 2024 MFT CONSTRUCTION	R R R R R R	2/19/2025 2/19/2025 2/19/2025 2/19/2025 2/19/2025 2/19/2025		1,530.00CR 10,640.00CR 229.25CR 1,140.00CR 11,120.00CR 201.50CR	026327 026327 026327 026327 026327 026327	 24,860.75
000546	FURST STAFFING I-2000078745 I-2000078894 I-2000078994	LORFELD-GRAY: WEEK END 1/19/25 LORFELD-GRAY: WEEK END 1/26/25 LORFELD-GRAY: WEEK END 2/2/25	R R R	2/19/2025 2/19/2025 2/19/2025		537.20CR 382.76CR 402.90CR	026328 026328 026328	 1,322.86

2/11/2025 2:20 PM
PACKET: 02932 BOARD PACKET 2/19/25
VENDOR SET: 01
BANK : AP AP BANK

A / P CHECK REGISTER

PAGE: 2

**** CHECK LISTING ****

Section 12. Item #a.

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
016028	GRAINGER I-9366896331	FURNACE FAN- WELL #4	R	2/19/2025		251.68CR	026329	251.68
010634	HACH COMPANY I-14320525 I-14321583	FLUORIDE RGT, ACCUVAC SPADNS2 FLUORIDE RGT, ACCUVAC	R	2/19/2025		75.15CR 753.35CR	026330 026330	 828.50
000147	HAWKINS, INC. I-6972075	AZONE 15, HYDROFLUOSILICIC	R	2/19/2025		774.71CR	026331	774.71
000829	JULIE INC I-2025-1920	ANNUAL PRINT/EMAIL/VOICE TRANS	R	2/19/2025		454.05CR	026332	454.05
000412	LEXISNEXIS RISK DATA MANAGEMENT, INC. (ACCURINT) I-1100081630 I-1100096802	DEC 2024 CONTRACT FEE JAN 2025 CONTRACT FEE	R	2/19/2025		202.00CR 201.00CR	026333 026333	 403.00
000358	LINCOLN RENTAL & SALES I-519177	CRACKED FUEL LINE FIX SUPPLIES	R	2/19/2025		231.90CR	026334	231.90
000307	MANHEIM, CASPER I-25-02 I-25-02B	FEB CODE ENFORCEMENT FEB BUILDING INSPECTOR	R	2/19/2025		960.00CR 1,000.00CR	026335 026335	 1,960.00
000731	MENARDS - CHERRY VALLEY I-75120 I-75242 I-75292 I-75298 I-75379	TRIM FOR OFFICE SOL THHN, SCREWS, ELBOWS HAMMERS, CROWN STAPLES, CABLE TEFLON, SS AND BRASS NPLES FLASHING, CAULK, FLEX TAPE	R	2/19/2025		94.00CR 170.02CR 170.30CR 29.79CR 98.84CR	026336 026336 026336 026336 026336	 562.95
000692	NORTHERN ILLINOIS UNIVERSITY I-CGS003459	STRATEGIC PLANNING PYMT: 1/2	R	2/19/2025		9,000.00CR	026337	9,000.00
000298	PACE ANALYTICAL SERVICES, LLC I-257200828 I-257201558	FLUORIDE BY PROBE GROSS ALPHA, RADIUM 226/228	R	2/19/2025		52.50CR 387.20CR	026338 026338	 439.70
000051	POSTMASTER I-202502032586	POSTAGE FOR WATER BILLS	R	2/19/2025		750.00CR	026339	750.00
000590	PYROTECNICO FIREWORKS, INC. I-SO-C57906	FIREWORKS 4/3/25 PYMT 1/2	R	2/19/2025		9,125.00CR	026340	9,125.00

PACKET: 02932 BOARD PACKET 2/19/25

VENDOR SET: 01

**** CHECK LISTING ****

Section 12. Item #a.

BANK : AP AP BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
000149	RAYNOR DOOR AUTHORITY I-119362	TORSION CABLE, LIFT RENTAL	R	2/19/2025		512.00CR	026341	512.00
000384	REGION 1 PLANNING COUNCIL (WINGIS) I-FY25-0355-3 I-FY25-0379-3	Q3 GIS SUPPORTING MEMBERSHIP Q3 COUNCIL OF GOV MEMBERSHIP	R	2/19/2025		990.75CR 625.00CR	026342 026342	 1,615.75
000291	ROCK VALLEY CULLIGAN I-0680330	COOLER RENTAL FEB 2025	R	2/19/2025		43.45CR	026343	43.45
000422	ROCKFORD INFORMATION TECHNOLOGIES, INC. I-39881 I-40653	FIREWALL APPLIANCE-WATER DEPT DATTO CLOUD BACKUP JAN 25	R	2/19/2025		900.00CR 140.00CR	026344 026344	 1,040.00
000142	ROCKFORD LITHO CENTER I-18754 I-18771	SHUT OFF NOTICES, WORK ORDER WINDOW ENVELOPES FOR BILLING	R	2/19/2025		262.00CR 498.00CR	026345 026345	 760.00
000418	SECURITY ALARM I-148841	MONITORING W/ LEASED 2/1-4/30	R	2/19/2025		129.00CR	026346	129.00
SHARE	SHARE CORPORATION I-294330	RUBBER AND TIRE DRESSING	R	2/19/2025		105.24CR	026347	105.24
000260	STRAND ASSOCIATES, INC. I-0220003	SCADA ONGOING MAINT. DEC 2024	R	2/19/2025		2,338.44CR	026348	2,338.44
000411	UNIFORM DEN EAST INC I-95394	MCNEELY: POUCH, CASE, SHIRT	R	2/19/2025		188.90CR	026349	188.90
001004	VILLAGE OF WINNEBAGO I-03-4203-01 JAN 25 I-03-4204-01 JAN 25 I-03-5380-00 JAN 25 I-07-1467-00 JAN 25	600 W SOPER ST 600 W SOPER ST 108 W MAIN ST 400 E MCNAIR RD WELL #3	R	2/19/2025		6.74CR 27.41CR 16.33CR 20.20CR	026350 026350 026350 026350	 70.68
000222	WEST SIDE TRACTOR SALES I-230609	OIL FILTER	R	2/19/2025		38.94CR	026351	38.94
000616	XEROX FINANCIAL SERVICES I-6767542	XEROX: MAR CONTRACT PAYMENT	R	2/19/2025		333.52CR	026352	333.52

2/11/2025 2:20 PM

A / P CHECK REGISTER

PAGE: 4

PACKET: 02932 BOARD PACKET 2/19/25

VENDOR SET: 01

**** CHECK LISTING ****

Section 12. Item #a.

BANK : AP AP BANK

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
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* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	35	0.00	64,741.33	64,741.33
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	35	0.00	64,741.33	64,741.33

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

2/11/2025 2:20 PM
PACKET: 02932 BOARD PACKET 2/19/25
VENDOR SET: 01
BANK : AP AP BANK

A / P CHECK REGISTER
**** CHECK LISTING ****

PAGE: 5

Section 12. Item #a.

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
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** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
01	2/2025	6,520.70CR
15	2/2025	11,070.75CR
17	2/2025	2,717.29CR
24	2/2025	9,000.00CR
51	2/2025	26,307.59CR
90	2/2025	9,125.00CR
=====		
ALL		64,741.33CR

SECTION 2:

WARRANT LIST

February 19, 2025

Invoices Over \$5,000

\$ 42,985.75

These invoices are included in the
Section 1 Warrant List

VENDOR SET: 01 Village of Winnebago, IL

BANK: AP AP BANK

DATE RANGE: 2/19/2025 THRU 2/19/2025

Section 12. Item #a.

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
000024	FEHR-GRAHAM & ASSOCIATES							
I-126621	PRJ:24-1255 IEPA LOAN APPLICATION	R	2/19/2025	1,530.00		026327		
I-126622	PRJ:24-1570 DRAINAGE STUDY: WESTFIELD	R	2/19/2025	10,640.00		026327		
I-126623	PRJ:24-271A 2024 MFT CONSTRUCTION	R	2/19/2025	229.25		026327		
I-128894	PRJ: 22-837 CHURCH/GOODLING MAIN LOOPING	R	2/19/2025	1,140.00		026327		
I-128897	PRJ:24-1255 CUNNINGHAM MAIN REPLACEMENT	R	2/19/2025	11,120.00		026327		
I-128899	PRJ:24-271A 2024 MFT CONSTRUCTION	R	2/19/2025	201.50		026327		24,860.75
000692	NORTHERN ILLINOIS UNIVERSITY							
I-CGS003459	STRATEGIC PLANNING PYMT: 1/2	R	2/19/2025	9,000.00		026337		9,000.00
000590	PYROTECNICO FIREWORKS, INC.							
I-SO-C57906	FIREWORKS 4/3/25 PYMT 1/2	R	2/19/2025	9,125.00		026340		9,125.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	3	42,985.75	0.00	42,985.75
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	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: AP TOTALS:	3	42,985.75	0.00	42,985.75
BANK: AP TOTALS:	3	42,985.75	0.00	42,985.75
REPORT TOTALS:	3	42,985.75	0.00	42,985.75

JANUARY 15, 2025, PRESIDENT'S REPORT

Spent the month of January 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 January.

January 15, 2025 – attended and led Village Board meeting.

January 15, 2025 – Attended and led Committee of the Whole (C.O.W.) meeting.

January 21, 2025 – Attended Winnebago County PSAP (911) Board meeting. Discussed status of County 911 system (budget and staffing levels). Training is continuing for new 911 dispatchers and call takers, should be fully staffed very soon. Working with area fire departments to bring them on-board. They had been with Rock Com and by having them with county 911, there will be the same dispatcher for police and fire for the same incident, so there will be no delay between police receiving information and then fire receiving information. South Beloit is on-board now and Win-Bur-Sew is coming on-line now. Still trying to get Pecatonica and Durand on board, but has been delayed due to lack of signal strength to reach those areas. Working to resolve that obstacle and then will bring them on board. led Village Board meeting. Cherry Valley will be the only non-Rockford fire and police department that will not be a part of the Winnebago County 911 system. Village Administrator, Joey Dienberg, also attended the meeting.

January 21, 2025 – Attended meeting at Fehr-Graham's office in Rockford with Village Administrator, Joey Dienberg, Village of Winnebago Director of Public Works, Chad Insko, and Village Engineer, Luke Ziegler, to discuss Winnebago School District (CUSD #323) concerns about the village Unified Development Ordinance (UDO) and how it relates to their desire to construct a new transportation center on an undeveloped parcel it owns to the east of Jean McNair Upper Elementary School – just east of a baseball diamond that would be along McNair Road from the baseball field east to about Thomas Drive. Reviewed the UDO and the requirements the school district would have to follow for its plans and construction.

January 22, 2025 – Met with Mel Henrickson of Northern Illinois University (NIU) via Zoom as part of the village's strategic plan initiative to provide background information for the village and village matters and discuss various topics of concern or interest to assist with the development of the strategic plan.

January 29, 2025 – Met with Village Administrator, Joey Dienberg, to go over upcoming agenda for village board meeting and C.O.W. meeting. Reviewed and discussed the rolling agenda devised to look at upcoming topics and those that need to be addressed at future meetings. Rolling agenda typically looks out up to about 3 months to make sure various topics are addressed at the proper time.



Agenda Item Executive Summary

Item Name Village Administrator Performance Review Committee or Board Village Board

BUDGET IMPACT

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

EXECUTIVE SUMMARY

This annual performance review of the Village Administrator as specified in the employment agreement outlines the responsibility of the Village President and Board of Trustees to assess the Village Administrator's leadership and management. The employment agreement emphasizes the importance of gathering input from the Board of Trustees and other relevant parties deemed appropriate.

Additionally, it specifies that the performance review should be completed by the end of February each year to ensure timely feedback and alignment with the village's goals and objectives.

The Corporate Authorities may convene in an Executive (Closed) Session to discuss and hear input regarding the performance of the Village Administrator.

The Corporate Authorities by majority vote may adjust the Administrator's annual compensation based on the performance review as stated in the Village Administrator's Employment Agreement, however an increase in compensation to a specific employee of the public body is subject to the Local Government Wage Increase Transparency Act and may not be closed.

ATTACHMENTS (PLEASE LIST)

Performance Review to be provided

ACTION REQUESTED

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

MOTION: I MOVE TO GO TO EXECUTIVE (CLOSED) SESSION PURSUANT TO 5ILCS 120/(c)1 TO DISCUSS THE PERFORMANCE REVIEW OF THE VILLAGE ADMINISTRATOR.

Staff: Kellie Symonds Date: 2/19/2025

Treasurer's Report

February 19, 2025

Board Meeting

Cash Reports

Section 1: Cash Balances as of January 31, 2025
 Monthly Cash Flow Report January 2025
 Credit Card December Recap
 Bank Reconciliations January 2025

Budget Details

Section 2: Revenue & Expenditures Report – December 2024
 January 2025 Not Available Until Appropriations Approval

Line-Item Transfers

Section 3: Proposed Line-Item Transfers – See Consent Agenda

Construction in Progress & other Tracking

Section 4: Large Purchase Tracking
 Grant Tracking
 Village Debt
 Village Revenue

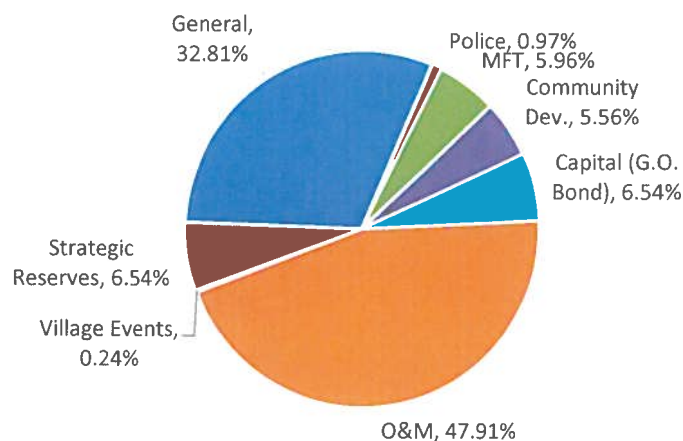
SECTION 1:

CASH REPORTS

Cash Balances as of January 31, 2025
Monthly Cash Flow Report as of January 31, 2025
Bank Reconciliations January 31, 2025
Credit Card Statement Recap December 2024

Cash Balances January 2025

Section 15. Item #a.



General Fund		Ending Balance
First National Bank	\$	51,833.96
Illinois National Bank	\$	949.99
Illinois Funds - General	\$	1,777,951.01
General subtotal	\$	1,830,734.96
Police		
Illinois Funds-Police	\$	53,284.36
Illinois National Bank	\$	746.87
General subtotal	\$	54,031.23
Motor Fuel Tax Fund		
First National Bank	\$	9,914.39
Illinois Funds	\$	322,786.14
General subtotal	\$	332,700.53
Community Development Fund		
First National Bank	\$	310,497.88
Strategic Reserves		
Illinois Funds	\$	365,070.22
First National	\$	-
General subtotal	\$	365,070.22
Operations and Maintenance		
First National Bank	\$	102,130.02
First National Holding	\$	250,000.00
Illinois National Bank	\$	1,000.00
Illinois Funds	\$	2,320,258.53
General subtotal	\$	2,673,388.55
Village Events (4th of July)		
First National Bank	\$	13,231.30
Cash subtotals		\$ 5,579,654.67
Grand Total		\$ 5,579,654.67

VILLAGE OF WINNEBAGO
CASH FLOW REPORT
January 2025

Fund #	Fund Name	Total Beginning Fund Balance	MTD Cash Revenue	MTD Cash Expenses	Total Jan 31	Monthly Net Change Due to Accrual Dates	Ending Balance	Board Approved/ Obligated	Available Funds
01	General	\$1,897,710.07	165,861.25	(130,917.25)	1,932,654.07	(23,185.24)	1,909,468.83	(124,047.12)	1,785,421.71
15	MFT	\$329,929.92	12,312.61	(201.60)	342,040.93	(9,340.50)	332,700.43	(17,097.74)	324,943.19
17	Community Development	\$309,343.29	16,074.12	(7,867.91)	317,549.50	(7,040.42)	310,509.08	(16,500.00)	294,009.08
24	Strategic Reserves	\$363,663.12	1,407.10	(9,000.00)	356,070.22	9,000.00	365,070.22		349,752.01
51	RRWRD Escrow	\$250,000.00	-	-	250,000.00	-	250,000.00		250,000.00
51	Operations & Maint	\$2,577,171.09	151,221.96	(306,153.70)	2,422,239.35	3,345.76	2,425,585.11	-	2,425,585.11
90	Village Events (4th of July)	\$12,989.99	241.31	(9,125.00)	4,106.30	9,125.00	13,231.30		13,231.30
		\$5,740,807.48	347,118.35	(463,265.46)	5,624,660.37	(18,095.40)	5,606,564.97	(157,644.86)	5,442,942.40

Section 15. Item #a.

BANK RECONCILIATION									
January 2025									
	Fund 99	Fund 01	Fund 01	Fund 15	Fund 17	Fund 24	O & M	Fund 51	Fund 90
	Disbursing	General	Police	MFT	Comm Dev	Strategic Reserve			4th of July
Bank Balances:									
First National Bank	25,811.94	51,833.96		9,914.39	310,497.88		102,130.02		13,231.30
Illinois Funds		1,777,951.01	53,284.36	322,786.14		365,070.22	2,320,258.53		
EPAY (INB)		949.99	746.87				1,000.00		
Holding Account - Fund 41 moved to Fund 51 05/14-24							250,000.00		
Subtotals	25,811.94	1,830,734.96	54,031.23	332,700.53	310,497.88	365,070.22	2,673,388.55		13,231.30
Bank Adjustments:									
Disbursing Interest - Dec Interest	(391.04)	391.04							
Duplicate IDES Jan Pmt Corrected in Feb	43.51	12.21			11.20		20.10		
Not a G/L entry- Cash movement only	-43.51								
Cash Transfer to cover duplicate filing 1/29/25									
Transfer II Fund to FNB Deposit in Transit		25,000.00							
Reclassified Rock 39 Payments in Sept & April		(121.42)					121.42		
Reclassified Rock 39 Payments in Sept & April		(489.92)					489.92		
IMRF Outstanding 01/15/25	(6,746.72)								
IMRF Outstanding 01/29/25	(6,642.51)								
Com Ed Outstanding	(45.31)								
Four Rivers Outstanding	(40.33)								
Mars Payments - Deposits in Transit							25.00		
CC Payment - Deposit in Transit							75.69		
Web Payments - Deposits in Transit							1,461.67		
Outstanding Checks - Prior Year	(50.00)								
Outstanding Checks - August - Bruning	(5.78)								
Outstanding Checks Nov	(1,681.98)								
Outstanding Checks Jan	(10,208.27)								
Adjusted Bank Balance	-	1,855,526.87	54,031.23	332,700.53	310,509.08	365,070.22	2,675,582.35		13,231.30
General Ledger Beginning Balance	-	1,855,526.87	54,031.23	332,700.53	310,509.08	365,070.22	2,675,582.35		13,231.30
G/L Adjustments:									
G/L Final Adjusted Balance	-	1,855,526.87	54,031.23	332,700.53	310,509.08	365,070.22	2,675,582.35		13,231.30
Discrepancies	-	-	-	-	-	-	-	-	-

Trans in Feb
Corrected 2/5/25
Corrected 2/5/25
Cash Transfer 2/6/25
Cash Transfer 2/6/25
Pmt drew in jan

CARDMEMBER SERVICES COMMUNITY CARD

Monthly Activity

Acct: **7296
12/03/2024- 1/02/2025

Rewards Balance: \$ -

Date	Invoice	Account	Description	Total Invoice	RECEIPT & Signature
Kellie Symonds					
12/3/2024	ADOBE	01-41-593	ACROBAT PRO	\$ 21.24	X
12/5/2024	ADOBE	01-41-593	ACROBAT PRO	\$ 101.96	X
12/5/2024	AMAZON	01-41-659	COFFEE MAKER, OFFICE SUPPLIES	\$ 184.81	X
		01-41-661	PAPER TOWELS	\$ 39.99	X
12/6/2024	COOKIE JAR	17-47-900	COOKIES FOR HOLIDAY PARTY	\$ 124.39	X
12/9/2024	AMAZON	01-41-659	DIENBERG INK CARTRIDGES	\$ 55.95	X
		01-42-518	JOHNSON INK CARTRIDGES	\$ 111.90	X
12/9/2024	AMAZON	01-41-659	TOILET PAPER, W2 FORMS	\$ 109.77	X
12/12/2024	IIMC	01-41-561	IIMC MEMBERSHIP	\$ 195.00	X
12/13/2024	GOTOMEETING	01-41-593	MONTHLY CHARGE	\$ 74.03	X
12/13/2024	AMAZON	01-41-659	NOVINSON CALCULATOR INK	\$ 7.94	X
12/13/2024	NFPA NATL FIRE PROTECT	17-47-701	NFPA 101, LIFE SAFETY CODE	\$ 194.58	X
12/16/2024	SNYDERS DRUG STORE	51-44-551	UPS SHIPPING	\$ 53.31	X
12/17/2024	AMAZON	01-43-568	METAL STORAGE CABINETS	\$ 1,381.28	X
12/17/2024	MICROSOFT	01-41-593	AZURE INFO PROTECT	\$ 20.00	X
12/17/2024	MICROSOFT	01-41-593	EXCHANGE ONLINE	\$ 33.03	X
12/17/2024	MICROSOFT	01-41-593	MICROSOFT 365	\$ 26.92	X
12/17/2024	MICROSOFT	01-41-593	OFFICE 365	\$ 55.67	X
12/17/2024	MICROSOFT	01-41-593	ONLINE SERVICES	\$ 6.00	X
12/17/2024	MICROSOFT	01-41-593	SUBSCRIPTION CHARGE	\$ 326.25	X
12/17/2024	AMAZON	01-41-659	LETTER OPENERS, BINDER CLIPS	\$ 39.98	X
12/18/2024	AMAZON	01-43-516	LED LINKABLE SHOP LIGHTS	\$ 139.98	X
12/23/2024	AMAZON	01-43-516	CAMERAS, BISSELL CLEANVIEW, ETHERNET	\$ 729.75	X
		01-43-658	HANDHELD 'STOP' SIGN	\$ 55.94	X
12/27/2024	AMAZON	01-41-659	PRINTING CALCULATOR	\$ 56.97	X
Total				\$ 4,146.64	
Jeff White					
12/6/2024	VISTAPRINT	01-43-658	LT. HAFF BUSINESS CARDS	\$ 47.98	X
12/10/2024	USPS	01-43-551	FIRST CLASS MAIL	\$ 5.58	X
Total				\$ 53.56	
Chad Insko					
12/9/2024	HARBOR FREIGHT	01-42-651	TRIPLE TAP CORD, CHISEL SET, AIR HOSE	\$ 198.94	X
Total				\$ 198.94	
Joseph Dienberg					
12/3/2024	INT'L CODE COUNCIL	17-47-561	DIGITAL COPIES OF CODE BOOKS	\$ 98.00	X
12/6/2024	DUNKIN' DONUTS	01-41-658	BOX OF COFFEE	\$ 26.33	X
12/9/2024	OFFICE MAX DEPOT	01-41-659	STRATEGIC PLANNING FOCUS GROUP SUPPLIES	\$ 103.54	X
12/20/2024	USPS	51-44-551	STAMPS X4 COILS	\$ 292.00	X
12/27/2024	OPENAI CHATGPT SUBSCRIPT	01-41-561	MONTHLY SUBSCRIPTION	\$ 20.00	
Total				\$ 539.87	

Combined Total \$ 4,939.01

BUDGET DETAILS

Revenue & Expenditures Report as of December 31, 2024

January 2025
UNAVAILABLE UNTIL APPROVAL OF APPROPRIATIONS
ORDINANCE

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

Section 15. Item #a.

100.00% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
FUND- 01 -GENERAL FUND					
=====					
REVENUES					
=====					
01-300 CORPORATE TAX W/C	230,920.00	0.00	230,103.41	99.65	816.59
01-303 AUDIT TAX W/C	270.00	0.00	314.68	116.55 (	44.68)
01-304 POLICE TAX W/C	275,430.00	0.00	274,499.13	99.66	930.87
01-305 IMRF W/C TAX	270.00	0.00	314.68	116.55 (	44.68)
01-306 REVENUE RECAPTURE	2,500.00	0.00	1,196.41	47.86	1,303.59
01-308 TORT JUDGEMENT-LIAB INS W/C	270.00	0.00	314.68	116.55 (	44.68)
01-309 ROAD BRIDGE TRANSFER IN W/C	12,100.00	0.00	13,516.12	112.20 (	1,416.12)
01-315 COM ED UTILITY TAX	110,000.00	4,614.28	109,339.11	99.40	660.89
01-328 HEAVY LOAD PERMITS	500.00	0.00	545.00	109.00 (	45.00)
01-341 INCOME TAX/LGDF	493,920.00	25,748.30	499,271.47	101.08 (	5,351.47)
01-342 PPRT - REPLACEMENT TAX	50,000.00	1,770.11	38,318.53	76.64	11,681.47
01-343 IGA WHS RESOURCE OFFICER	98,813.00	0.00	95,778.96	96.93	3,034.04
01-344 POLICE GRANTS	30,000.00	0.00	20,429.00	68.10	9,571.00
01-345 SALES & RELATED TAX /MT	580,000.00	48,991.59	568,439.05	98.01	11,560.95
01-346 CANNABIS	4,822.00	368.85	4,693.90	97.34	128.10
01-347 POLICE TRAINING/CONF REIMBURS	0.00	0.00	0.00	0.00	0.00
01-348 POLICE SALARY REIMBRMNT ILEAS	0.00	0.00	0.00	0.00	0.00
01-349 LOCAL USE TAX	125,244.00	9,544.13	110,119.65	87.92	15,124.35
01-350 POLICE ADMIN. TOWING FINES	10,000.00	500.00	6,000.00	60.00	4,000.00
01-351 POLICE FINES	14,000.00	907.88	10,023.45	71.60	3,976.55
01-353 DUI FINES/SPEC VEHICLE	1,200.00	23.00	2,150.55	179.21 (	950.55)
01-370 OTHER REVENUE	1,500.00	0.00	0.00	0.00	1,500.00
01-371 GRANTS	0.00	0.00	0.00	0.00	0.00
01-375 ROCK 39 ADMIN	6,756.00 (	47.30)	7,287.99	107.87 (	531.99)
01-381 INTEREST	84,000.00	7,487.36	98,485.03	117.24 (	14,485.03)
01-382 VERIZON WATER TOWER RENT	4,950.00	412.50	4,950.00	100.00	0.00
01-385 VEHICLE/EQUIPMENT SALES	0.00	0.00	8,250.50	0.00 (	8,250.50)
01-388 MISC INCOME	3,000.00	0.00	91.29	3.04	2,908.71
01-389 EXCISE TAX	29,000.00	2,207.03	27,469.20	94.72	1,530.80
01-399 TRANSFER IN	128,000.00	0.00	0.00	0.00	128,000.00
TOTAL REVENUES	2,297,465.00	102,527.73	2,131,961.79	92.80	165,503.21
=====	=====	=====	=====	=====	=====

EXPENDITURES

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GENERAL ADMINISTRATIVE

01-41-421 OFFICE SALARIES	39,353.00	3,303.00	41,406.36	105.22 (	2,053.36)
01-41-426 DEPUTY CLERK	51,001.00	5,588.01	50,839.49	99.68	161.51
01-41-427 TREASURER	50,000.00	6,000.00	48,399.16	96.80	1,600.84

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

Section 15. Item #a.

100.00% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
01-41-429 VILLAGE ADMINISTRATOR	30,000.00	3,466.40	26,011.51	86.71	3,988.49
01-41-431 ELECTED OFFICIALS	27,000.00	2,233.33	26,649.96	98.70	350.04
01-41-451 HEALTH INSURANCE	20,000.00	767.48	12,246.44	61.23	7,753.56
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	425.00	0.00	394.30	92.78	30.70
01-41-461 ADM SOCIAL SECURITY	11,789.00	1,276.64	11,870.02	100.69 (	81.02)
01-41-463 ADM MEDICARE	2,757.00	298.59	2,776.23	100.70 (	19.23)
01-41-465 IMRF BENEFITS	13,541.00	1,523.67	13,506.10	99.74	34.90
01-41-512 OFFICE & COMPUTER EQUIPMENT	16,180.00	327.00	16,162.30	99.89	17.70
01-41-521 WINGIS	900.00	0.00	880.50	97.83	19.50
01-41-529 IT SERVICES	0.00	0.00	0.00	0.00	0.00
01-41-530 PROFESSIONAL FEES/MISC	21,500.00	6,049.00	17,937.42	83.43	3,562.58
01-41-531 AUDIT	26,000.00	0.00	26,000.00	100.00	0.00
01-41-532 ENGINEERING	7,000.00	624.00	6,731.20	96.16	268.80
01-41-533 LEGAL	27,500.00	0.00	15,504.32	56.38	11,995.68
01-41-551 POSTAGE	1,400.00	28.98	592.92	42.35	807.08
01-41-552 TELEPHONE & INTERNET	3,050.00	326.65	3,389.87	111.14 (	339.87)
01-41-554 PUBLISHING/ADVERTISEMENTS	1,100.00	190.00	1,087.76	98.89	12.24
01-41-560 EMPLOYEE WELFARE	750.00	0.00	707.35	94.31	42.65
01-41-561 DUES/MEMBERSHIPS/SUBSCRIPTIONS	2,100.00	195.00	2,046.34	97.44	53.66
01-41-562 TRAVEL EXPENSES	1,950.00	0.00	1,362.54	69.87	587.46
01-41-563 TRAINING/TUITION	2,500.00 (	100.00)	2,358.41	94.34	141.59
01-41-564 CONFERENCES	5,000.00	577.92	1,780.42	35.61	3,219.58
01-41-565 CIVIC WEBSITE	8,200.00	0.00	7,967.40	97.16	232.60
01-41-566 CODIFICATION OF ORDINANCES	25,000.00	0.00	12,615.00	50.46	12,385.00
01-41-593 EQUIP/SOFTWARE MAINT/LEASE	15,000.00	1,671.69	14,437.66	96.25	562.34
01-41-594 IML/RENEWAL CONTRIBUTION	8,920.24	0.00	8,920.24	100.00	0.00
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	440.00	26.13	365.99	83.18	74.01
01-41-658 MISC. EXPENSES	350.00	36.20 (	2,641.05)	754.59-	2,991.05
01-41-659 OFFICE SUPPLIES	4,000.00	828.30	3,948.04	98.70	51.96
01-41-660 PRINTING	2,000.00	0.00	164.50	8.23	1,835.50
01-41-661 OFFICE MAINTENANCE	8,700.00	513.10	5,732.86	65.89	2,967.14
01-41-701 SULLIVAN'S PAYBACK AGREEMNT	20,597.00	0.00	20,596.07	100.00	0.93
01-41-702 PROPERTY TAX REFUNDS	950.00	0.00	553.67	58.28	396.33
01-41-831 LARGE EQUIP. PURCHASE-FIXED AS	0.00	0.00	0.00	0.00	0.00
01-41-832 CONTINGENCY	3,615.76	0.00	65.79	1.82	3,549.97
01-41-833 EQUIPMENT SINKING FUND	5,000.00	0.00	0.00	0.00	5,000.00
01-41-950 BANK FEES/CHARGES	0.00	0.00	0.00	0.00	0.00
01-41-953 CURES ACT 2020	0.00	0.00	0.00	0.00	0.00
01-41-959 TRANSFER OUT	143,000.00	0.00	143,000.00	100.00	0.00
TOTAL GENERAL ADMINISTRATIVE	610,569.00	35,751.09	546,367.09	89.48	64,201.91

STREET DEPARTMENT

01-42-422 PUBLIC WORKS ASSISTANT	0.00	0.00	0.00	0.00	0.00
01-42-423 PART-TIME WAGES	4,200.00	0.00	2,122.66	50.54	2,077.34
01-42-424 SUPERVISOR STREETS/FLEETS	71,000.00	7,637.25	68,618.91	96.65	2,381.09
01-42-428 PUBLIC WORKS WAGES	93,100.00	11,591.71	84,780.23	91.06	8,319.77
01-42-451 HEALTH INSURANCE	23,400.00	1,338.82	14,036.04	59.98	9,363.96
01-42-452 HEALTH INS. DEDUCTIBLE REIMBUR	2,000.00	0.00	0.00	0.00	2,000.00

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

Section 15. Item #a.

100.00% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
01-42-453 IDES/UNEMPLOYMENT INSURANCE	450.00	2.30	306.79	68.18	143.21
01-42-461 ADM SOCIAL SECURITY	11,000.00	1,192.23	9,596.09	87.24	1,403.91
01-42-463 ADM MEDICARE	2,551.50	278.87	2,244.54	87.97	306.96
01-42-465 IMRF BENEFITS	14,547.26	1,596.04	12,591.77	86.56	1,955.49
01-42-470 UNIFORMS	0.00	0.00	0.00	0.00	0.00
01-42-511 MAINT. SERVICE-BUILDING	17,000.00	0.00	703.04	4.14	16,296.96
01-42-512 OFFICE & COMPUTER EQUIPMENT	1,500.00	0.00	255.87	17.06	1,244.13
01-42-513 MAINT. SERVICE-VEHICLES	12,000.00	532.27	9,684.81	80.71	2,315.19
01-42-514 MAINT. SERVICE-STREET	112,000.00	12,900.42	61,224.96	54.67	50,775.04
01-42-515 MAINT. SERVICE-SIDEWALKS	50,000.00	0.00	45,572.87	91.15	4,427.13
01-42-518 MAINT. SERVICE -EQUIPMENT	14,000.00	6,127.23	13,935.25	99.54	64.75
01-42-520 STREET PROJECT	100,000.00	0.00	819.00	0.82	99,181.00
01-42-521 WINGIS	950.00	0.00	880.50	92.68	69.50
01-42-529 IT SERVICES	0.00	0.00	0.00	0.00	0.00
01-42-530 PROFESSIONAL FEES/MISC	750.00	0.00	566.16	75.49	183.84
01-42-532 ENGINEERING	24,000.00	2,117.25	9,028.55	37.62	14,971.45
01-42-535 TREE REMOVAL/TRIMMING	8,000.00	0.00	8,877.99	110.97 (	877.99)
01-42-552 TELEPHONE & INTERNET	4,500.00	352.66	3,932.88	87.40	567.12
01-42-576 COM ED / STREET LIGHTS	40,000.00	3,309.75	40,951.10	102.38 (	951.10)
01-42-593 EQUIP/SOFTWARE MAINT/LEASE	0.00	0.00	0.00	0.00	0.00
01-42-594 IML/RENEWAL CONTRIBUTION	12,000.00	0.00	11,897.16	99.14	102.84
01-42-599 STORM WATER MAINTENANCE	0.00	0.00	0.00	0.00	0.00
01-42-651 OPERATING SUPPLIES/MISC. EXPEN	9,760.24	598.80	8,983.76	92.04	776.48
01-42-655 FUEL/GREASE/OIL	17,500.00	1,302.19	14,441.16	82.52	3,058.84
01-42-659 OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00
01-42-831 LARGE EQUIP. PURCHASE-FIXED AS	33,000.00	0.00	32,149.50	97.42	850.50
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	64,000.00	0.00	0.00	0.00	64,000.00
TOTAL STREET DEPARTMENT	743,209.00	50,877.79	458,201.59	61.65	285,007.41

POLICE

01-43-421 OFFICE SALARIES	5,325.00	0.00	0.00	0.00	5,325.00
01-43-422 POLICE CHIEF	107,200.00	11,974.74	107,038.28	99.85	161.72
01-43-423 PART-TIME OFFICERS	5,000.00	795.00	2,666.00	53.32	2,334.00
01-43-424 FULL-TIME OFFICERS	409,300.00	40,313.99	390,144.33	95.32	19,155.67
01-43-425 POLICE OVERTIME	18,000.00	312.00	7,438.54	41.33	10,561.46
01-43-427 SCHOOL RESOURCE OFFICER	75,676.00	8,771.87	64,636.71	85.41	11,039.29
01-43-451 HEALTH INSURANCE	113,000.00	9,256.33	99,457.54	88.02	13,542.46
01-43-452 HEALTH INS. DEDUCTIBLE REIMBUR	3,000.00	0.00	3,000.00	100.00	0.00
01-43-453 IDES/UNEMPLOYMENT INSURANCE	1,200.00	9.91	1,049.55	87.46	150.45
01-43-461 ADM SOCIAL SECURITY	38,780.00	3,854.38	35,459.25	91.44	3,320.75
01-43-463 ADM MEDICARE	9,069.00	901.44	8,292.89	91.44	776.11
01-43-465 IMRF BENEFITS	51,085.00	5,093.93	45,889.34	89.83	5,195.66
01-43-470 QUARTERMASTER/UNIFORMS	6,500.00	0.00	6,445.02	99.15	54.98
01-43-471 VESTS	2,000.00	0.00	2,490.23	124.51 (	490.23)
01-43-512 OFFICE & COMPUTER EQUIPMENT	13,500.00	0.00	7,043.14	52.17	6,456.86
01-43-513 IGA-RECORDS MANAGEMENT SFTWRE	5,247.00	0.00	0.00	0.00	5,247.00
01-43-514 A/V COMMUNICATIONS	22,152.00	0.00	21,988.00	99.26	164.00
01-43-516 POLICE GARAGE MAINTENANCE	2,000.00	869.73	1,764.15	88.21	235.85

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

Section 15. Item #a.

100.00% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
01-43-520 SQUAD CAR MAINTENANCE (ALL)	11,000.00	4,450.93	7,711.16	70.10	3,288.84
01-43-521 WINGIS	450.00	0.00	440.26	97.84	9.74
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	0.00	0.00	0.00	0.00	0.00
01-43-530 PROFESSIONAL FEES/MISC.	11,135.00	380.38	4,383.78	39.37	6,751.22
01-43-531 911 DISPATCH SERVICES	19,286.00	0.00	19,285.45	100.00	0.55
01-43-533 LEGAL	12,000.00	0.00	4,892.45	40.77	7,107.55
01-43-534 LEXIPOL	4,851.00	0.00	4,760.57	98.14	90.43
01-43-540 NEW HIRE PHYSICAL/PSYCH EXAMS	2,500.00	0.00	1,240.00	49.60	1,260.00
01-43-551 POSTAGE	250.00	11.16	93.67	37.47	156.33
01-43-552 TELEPHONE & INTERNET	3,150.00	300.22	3,097.43	98.33	52.57
01-43-553 CELL PHONES	4,100.00	344.12	4,084.63	99.63	15.37
01-43-561 DUES/MEMBERSHIPS/SUBSCRIPTIONS	700.00	0.00	230.00	32.86	470.00
01-43-562 TRAVEL EXPENSES	1,000.00	0.00	49.31	4.93	950.69
01-43-563 TRAINING/TUITION	10,000.00	0.00	4,461.79	44.62	5,538.21
01-43-593 EQUIP/SOFTWARE MAINT/LEASE	0.00	0.00	0.00	0.00	0.00
01-43-594 IML/RENEWAL CONTRIBUTION	29,000.00	0.00	27,890.27	96.17	1,109.73
01-43-653 POLICE GARAGE WATER USAGE	350.00	78.35	358.88	102.54 (	8.88)
01-43-655 FUEL/GREASE/OIL	18,000.00	2,671.41	18,944.86	105.25 (	944.86)
01-43-658 MISC. EXPENSES	4,000.00	1,877.09	3,925.21	98.13	74.79
01-43-659 OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00
01-43-660 PRINTING	581.00	0.00	495.75	85.33	85.25
01-43-830 SMALL EQUIP. PURCH OR RENTAL	20,300.00	0.00	17,320.00	85.32	2,980.00
01-43-831 LARGE EQUIP. PURCH-FIXED ASSET	21,000.00	0.00	9,920.17	47.24	11,079.83
01-43-832 EQUIPMENT SINKING FUND	25,000.00	0.00	0.00	0.00	25,000.00
01-43-950 BANK FEES/CHARGES	0.00	0.00	0.00	0.00	0.00
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	1,086,687.00	92,266.98	938,388.61	86.35	148,298.39
TOTAL EXPENDITURES	2,440,465.00	178,895.86	1,942,957.29	79.61	497,507.71
REVENUES OVER/(UNDER) EXPENDITURES	(143,000.00)	(76,368.13)	189,004.50	(	332,004.50)
FUND- 15 -MFT FUND					
=====					
REVENUES					
=====					
15-343 MOTOR FUEL TAX	68,385.00	5,921.59	66,007.53	96.52	2,377.47
15-346 TRANSPORTATION RENEWAL FUND	55,860.00	5,953.27	65,110.69	116.56 (	9,250.69)
15-350 REBUILD IL BOND FUND GRANT	0.00	0.00	0.00	0.00	0.00
15-381 INTEREST	13,200.00	1,212.39	23,649.65	179.16 (	10,449.65)
15-399 TRANSFER IN	311,055.00	0.00	0.00	0.00	311,055.00
TOTAL REVENUES	448,500.00	13,087.25	154,767.87	34.51	293,732.13

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

Section 15. Item #a.

100.00% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
EXPENDITURES					
MFT					
15-46-501 MISC EXPENSE	0.00	0.00	0.00	0.00	0.00
15-46-502 ENGINEERING - MFT	48,000.00	9,310.00	60,428.12	125.89 (	12,428.12)
15-46-576 COM ED **	0.00	0.00	0.00	0.00	0.00
15-46-850 MFT ROAD PROJECT	400,500.00	0.00	237,129.65	59.21	163,370.35
15-46-950 BANK FEES/CHARGES	0.00	0.00	0.00	0.00	0.00
TOTAL MFT	448,500.00	9,310.00	297,557.77	66.35	150,942.23
TOTAL EXPENDITURES	448,500.00	9,310.00	297,557.77	66.35	150,942.23
REVENUES OVER/(UNDER) EXPENDITURES	0.00	3,777.25 (	142,789.90)		142,789.90
FUND- 17 -COMMUNITY DEV FUND					
REVENUES					
17-307 DEVELOPMENT ESCROW	20,000.00	0.00	12,500.00	62.50	7,500.00
17-329 PERMITS/INSPECTION FEES	15,500.00	3,548.00	31,484.15	203.12 (	15,984.15)
17-330 CODE ENFORCEMENT FINES	1,500.00	0.00	0.00	0.00	1,500.00
17-371 GRANTS	0.00	0.00	0.00	0.00	0.00
17-381 INTEREST	6,900.00	1,020.30	14,743.43	213.67 (	7,843.43)
17-382 VERIZON WATER TOWER RENT	9,900.00	825.00	9,900.00	100.00	0.00
17-385 LIGHTED DIAMOND FEES	0.00	0.00	0.00	0.00	0.00
17-386 UTV REGISTRATION FEES	5,000.00	0.00	2,700.00	54.00	2,300.00
17-387 FRANCHISE FEES	23,000.00	0.00	16,477.70	71.64	6,522.30
17-388 MISC INCOME	500.00	200.00	37,528.00	7,505.60 (	37,028.00)
17-389 EXCISE TAX	5,800.00	441.40	5,493.84	94.72	306.16
17-390 LIQUOR LICENSE FEES	20,250.00	0.00	19,250.00	95.06	1,000.00
17-391 GAMING LICENSE FEE	30.00	0.00	20.00	66.67	10.00
17-392 VIDEO GAMING	83,500.00	6,912.75	95,498.85	114.37 (	11,998.85)
17-399 TRANSFER IN	182,150.00	0.00	0.00	0.00	182,150.00
TOTAL REVENUES	374,030.00	12,947.45	245,595.97	65.66	128,434.03

EXPENDITURES
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VILLAGE OF WINNEBAGO
REVENUE & EXPENSE REPORT (UNAUDITED)
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100.00% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>COMMUNITY DEVELOPMENT</u>					
17-47-421 OFFICE SALARIES	6,000.00	391.52	5,350.39	89.17	649.61
17-47-422 CODE ENFORCEMENT OFFICER	12,000.00	960.00	12,480.00	104.00 (	480.00)
17-47-423 BUILDING INSPECTOR	12,000.00	1,000.00	13,000.00	108.33 (	1,000.00)
17-47-424 ELECTRICAL INSPECTOR	8,650.00	375.00	4,509.75	52.14	4,140.25
17-47-429 VILLAGE ADMINISTRATOR	36,632.00	3,459.11	25,936.57	70.80	10,695.43
17-47-450 CODE ENFORCEMENT FINE COSTS	1,500.00	0.00	0.00	0.00	1,500.00
17-47-451 HEALTH INSURANCE	3,289.00	161.40	161.40	4.91	3,127.60
17-47-452 HEALTH INS. DEDUCTIBLE REIMBUR	334.00	0.00	0.00	0.00	334.00
17-47-453 IDES/UNEMPLOYMENT INSURANCE	231.00	11.20	98.47	42.63	132.53
17-47-461 ADM SOCIAL SECURITY	2,898.00	256.66	2,130.04	73.50	767.96
17-47-463 ADM MEDICARE	678.00	60.03	498.11	73.47	179.89
17-47-465 ADM BENEFITS	3,880.00	312.46	2,477.05	63.84	1,402.95
17-47-512 OFFICE & COMPUTER EQUIPMENT	0.00	0.00	0.00	0.00	0.00
17-47-529 IT SERVICES	0.00	0.00	0.00	0.00	0.00
17-47-530 PROFESSIONAL FEES	6,000.00	0.00	3,375.62	56.26	2,624.38
17-47-532 ENGINEERING	4,000.00	7,140.50	10,398.25	259.96 (	6,398.25)
17-47-533 LEGAL	20,000.00	0.00	12,143.35	60.72	7,856.65
17-47-561 DUES/MEMBERSHIPS/SUBSCRIPTIONS	4,500.00	196.00	3,321.00	73.80	1,179.00
17-47-576 COM ED **	865.00	0.00	638.25	73.79	226.75
17-47-593 EQUIP/SOFTWARE MAINT/LEASE	0.00	0.00	0.00	0.00	0.00
17-47-658 MISC. EXPENSES	5,123.00	402.33	3,938.36	76.88	1,184.64
17-47-659 OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00
17-47-660 PRINTING	0.00	0.00	0.00	0.00	0.00
17-47-701 COMMUNITY DEVELOPMENT	50,000.00	2,382.65	3,456.33	6.91	46,543.67
17-47-832 PARK EQUIPMENT SINKING FUND	2,000.00	0.00	0.00	0.00	2,000.00
17-47-900 PRESIDENTIAL CONTINGENCY	1,200.00	124.39	1,141.95	95.16	58.05
17-47-911 COMMUNITY EXPENSES	4,250.00	0.00	1,780.32	41.89	2,469.68
17-47-912 COMMUNITY PROJECTS	170,000.00	0.00	167,010.21	98.24	2,989.79
17-47-950 BANK FEES/CHARGES	0.00	0.00	0.00	0.00	0.00
17-47-953 GRANTS	0.00	0.00	0.00	0.00	0.00
17-47-959 TRANSFER OUT	18,000.00	0.00	17,700.00	98.33	300.00
17-47-998 DEVELOPMENT ESCROW REFUND	0.00	0.00	0.00	0.00	0.00
TOTAL COMMUNITY DEVELOPMENT	374,030.00	17,233.25	291,545.42	77.95	82,484.58
TOTAL EXPENDITURES	374,030.00	17,233.25	291,545.42	77.95	82,484.58
REVENUES OVER/(UNDER) EXPENDITURES	0.00 (	4,285.80) (	45,949.45)		45,949.45

VILLAGE OF WINNEBAGO
REVENUE & EXPENSE REPORT (UNAUDITED)
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Section 15. Item #a.

100.00% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
FUND- 19 -MFT WINNEBAGO RD PROJ					
=====					
EXPENDITURES					
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TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	0.00		0.00
FUND- 24 -STRATEGIC RESERVE CAPITAL					
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REVENUES					
=====					
24-381 INTEREST	12,500.00	1,347.98	17,663.12	141.30 (	5,163.12)
24-399 TRANSFER IN	346,000.00	0.00	346,000.00	100.00	0.00
TOTAL REVENUES	358,500.00	1,347.98	363,663.12	101.44 (	5,163.12)
	=====	=====	=====	=====	=====
EXPENDITURES					
=====					
STRATEGIC RESERVES					
24-45-530 PROFESSIONAL FEES	0.00	0.00	0.00	0.00	0.00
24-45-950 BANK FEES/CHARGES	0.00	0.00	0.00	0.00	0.00
24-45-959 TRANSFER OUT	346,000.00	0.00	0.00	0.00	346,000.00
TOTAL STRATEGIC RESERVES	346,000.00	0.00	0.00	0.00	346,000.00
TOTAL EXPENDITURES	346,000.00	0.00	0.00	0.00	346,000.00
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	12,500.00	1,347.98	363,663.12	(	351,163.12)

VILLAGE OF WINNEBAGO
REVENUE & EXPENSE REPORT (UNAUDITED)
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	100.00% OF FISCAL YEAR				
	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
FUND- 41 -SWEEP (FORMER GO BOND)					
=====					
REVENUES					
=====					
41-305 GO BOND TAX W/C	0.00	0.00	0.00	0.00	0.00
41-381 INTEREST	1,000.00	0.00	1,432.25	143.23 (	432.25)
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	50,000.00	0.00	50,000.00	100.00	0.00
TOTAL REVENUES	51,000.00	0.00	51,432.25	100.85 (	432.25)
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EXPENDITURES					
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BOND - O & M					
41-44-959 TRANSFER OUT	793,955.47	0.00	793,955.47	100.00	0.00
TOTAL BOND - O & M	793,955.47	0.00	793,955.47	100.00	0.00
TOTAL EXPENDITURES	793,955.47	0.00	793,955.47	100.00	0.00
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REVENUES OVER/(UNDER) EXPENDITURES	(742,955.47)	0.00 (	742,523.22)	(	432.25)
FUND- 51 -OPERATION & MAINTENANCE					
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REVENUES					
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51-344 GRANTS	265,000.00	0.00	0.00	0.00	265,000.00
51-345 SALES TAX (1%)	430,000.00	35,761.84	424,556.41	98.73	5,443.59
51-361 WATER SALES	313,020.00	19,961.12	311,219.14	99.42	1,800.86
51-362 CAPITAL CHARGES	495,800.00	30,343.08	473,532.66	95.51	22,267.34
51-363 GARBAGE CHARGES	223,392.00	20,176.74	229,261.47	102.63 (	5,869.47)
51-364 PRE-PAID WATER/SEWER	2,000.00	63.14 (	455.75)	22.79-	2,455.75
51-365 WATER FIXED ADMIN CHARGES	172,670.00	17,414.83	192,254.06	111.34 (	19,584.06)
51-367 WATER HOOK-UP FEE	11,000.00	0.00	0.00	0.00	11,000.00
51-368 SEWER HOOK-UP FEE	12,000.00	0.00	0.00	0.00	12,000.00
51-373 ROCK 39 EQUIPMENT	15,000.00	7,641.77	7,641.77	50.95	7,358.23
51-374 ROCK 39 SALARY REIMBURSEMENT	65,740.00 (	449.37)	69,236.31	105.32 (	3,496.31)
51-375 ROCK 39 FUEL/MILEAGE REIMB.	13,840.00 (	94.60)	14,576.06	105.32 (	736.06)
51-376 RECAPTURE FEES	10,000.00	0.00	0.00	0.00	10,000.00

VILLAGE OF WINNEBAGO
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AS OF: DECEMBER 31ST, 2024

Section 15. Item #a.

100.00% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
51-381 INTEREST	78,750.00	9,300.14	117,004.65	148.58 (	38,254.65)
51-382 VERIZON WATER TOWER RENT	4,950.00	412.50	4,950.00	100.00	0.00
51-385 VEHICLE/EQUIPMENT SALES	15,000.00	0.00	8,250.51	55.00	6,749.49
51-388 MISC INCOME	1,000.00	0.00	15,650.00	1,565.00 (	14,650.00)
51-390 LOSS ON DISPOSAL OF ASSETS	0.00	0.00	0.00	0.00	0.00
51-393 METER SALES	3,000.00	0.00	0.00	0.00	3,000.00
51-395 UTIL INCOME/SHUT OFF NOTICE	2,000.00	0.00	1,766.45	88.32	233.55
51-399 TRANSFER IN	1,110,597.47	0.00	590,955.47	53.21	519,642.00
TOTAL REVENUES	3,244,759.47	140,531.19	2,460,399.21	75.83	784,360.26
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EXPENDITURES

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O & M

51-44-421 OFFICE SALARIES	79,000.00	6,450.34	71,371.96	90.34	7,628.04
51-44-422 ROCK 39 SALARY	0.00	0.00	0.00	0.00	0.00
51-44-423 PART-TIME WAGES	7,000.00	0.00	4,952.85	70.76	2,047.15
51-44-425 METER READER/LAB ASSISTANT	0.00	0.00	0.00	0.00	0.00
51-44-426 DIRECTOR PUBLIC WORKS	80,587.00	8,981.04	80,345.89	99.70	241.11
51-44-428 PUBLIC WORKS WAGES	95,000.00	11,143.75	95,851.74	100.90 (	851.74)
51-44-429 VILLAGE ADMINISTRATOR	26,000.00	3,459.11	25,936.57	99.76	63.43
51-44-451 HEALTH INSURANCE	19,246.00	1,530.46	17,623.60	91.57	1,622.40
51-44-452 HEALTH INS. DEDUCTIBLE REIMBUR	2,000.00	0.00	0.00	0.00	2,000.00
51-44-453 IDES/UNEMPLOYMENT INSURANCE	733.00	20.10	653.39	89.14	79.61
51-44-461 ADM SOCIAL SECURITY	18,331.00	1,814.14	16,415.39	89.55	1,915.61
51-44-463 ADM MEDICARE	4,288.00	424.24	3,838.96	89.53	449.04
51-44-465 IMRF BENEFITS	24,075.00	2,428.60	21,564.29	89.57	2,510.71
51-44-512 OFFICE & COMPUTER EQUIPMENT	10,000.00	5,916.66	9,465.94	94.66	534.06
51-44-519 MAINTENANCE SERVICE - EQUIPTME	20,000.00 (	5,916.66)	11,476.89	57.38	8,523.11
51-44-521 WINGIS	2,202.00	0.00	2,201.18	99.96	0.82
51-44-529 IT SERVICES	0.00	0.00	0.00	0.00	0.00
51-44-530 PROFESSIONAL FEES/MISC	2,500.00	182.88	1,525.48	61.02	974.52
51-44-531 SPECIAL AUDIT	0.00	0.00	0.00	0.00	0.00
51-44-532 ENGINEERING	180,000.00	5,195.00	58,427.71	32.46	121,572.29
51-44-533 CELLULAR METER MONTHLY FEES	12,980.00	1,171.35	12,320.60	94.92	659.40
51-44-534 LEGAL	2,000.00	0.00	1,445.50	72.28	554.50
51-44-540 PRE-EMPLOYMENT PHYSICAL	500.00	0.00	170.00	34.00	330.00
51-44-541 METER UPGRADE	58,000.00	0.00	54,810.36	94.50	3,189.64
51-44-542 WATER UPGRADE	750,000.00	0.00	26,479.82	3.53	723,520.18
51-44-543 ALARM SYS./TELEPHONE/INTERNET	6,700.00	631.61	6,783.56	101.25 (	83.56)
51-44-544 IEPA LOAN -WATER TOWER	97,940.00	0.00	97,939.84	100.00	0.16
51-44-551 POSTAGE	13,000.00	345.31	9,782.35	75.25	3,217.65
51-44-552 CELL PHONES	2,500.00	184.89	2,398.76	95.95	101.24
51-44-554 PUBLISHING/ADVERTISEMENTS	1,000.00	736.25	879.25	87.93	120.75
51-44-561 DUES/MEMBERSHIPS/SUBSCRIPTION	0.00	0.00	0.00	0.00	0.00
51-44-562 TRAVEL EXPENSES	1,000.00	0.00	0.00	0.00	1,000.00

VILLAGE OF WINNEBAGO
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100.00% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
51-44-563 TRAINING/TUITION	2,000.00	0.00	408.00	20.40	1,592.00
51-44-571 NI GAS / WELLS	2,500.00	273.05	2,245.84	89.83	254.16
51-44-573 GARBAGE	223,700.00	18,491.13	227,966.32	101.91 (	4,266.32)
51-44-576 COM ED **	24,000.00	2,006.33	23,750.09	98.96	249.91
51-44-579 WATER ANALYSIS	5,000.00	181.50	3,827.80	76.56	1,172.20
51-44-580 EPA PERMIT FEES	2,500.00	0.00	0.00	0.00	2,500.00
51-44-593 EQUIP/SOFTWARE MAINT/LEASE	8,500.00	2,356.75	10,675.59	125.60 (	2,175.59)
51-44-594 IML/RENEWAL CONTRIBUTION	17,400.00	0.00	17,392.65	99.96	7.35
51-44-651 OPERATING SUPPLIES/MISC. EXPEN	70,000.00	5,338.67	66,343.29	94.78	3,656.71
51-44-653 BUILDING WATER USAGE	1,200.00	67.67	1,101.20	91.77	98.80
51-44-654 WATER DEPOSIT REFUND EXPENSE	0.00	0.00	0.00	0.00	0.00
51-44-655 FUEL/GREASE/OIL	18,000.00	1,248.23	13,952.93	77.52	4,047.07
51-44-656 CHEMICALS	6,000.00	483.38	4,828.08	80.47	1,171.92
51-44-659 OFFICE SUPPLIES	2,000.00	150.90	674.37	33.72	1,325.63
51-44-660 PRINTING	3,500.00	0.00	1,657.11	47.35	1,842.89
51-44-701 SULLIVAN'S PAYBACK AGREEMNT	7,200.00	0.00	7,191.58	99.88	8.42
51-44-702 FOUR RIVERS SAN. AUTH. IGA	422,000.00	0.00	421,606.70	99.91	393.30
51-44-703 RECAPTURE FEES	4,572.50	0.00	0.00	0.00	4,572.50
51-44-829 ROCK 39 EQUIPMENT PURCHASES	15,000.00	0.00	2,550.51	17.00	12,449.49
51-44-830 SMALL EQUIP. PURCHASE OR RENTA	10,000.00	1,576.13	10,961.20	109.61 (	961.20)
51-44-831 LARGE EQUIP. PURCHASE-FIXED AS	32,149.50	5,241.45	37,390.95	116.30 (	5,241.45)
51-44-832 ASSETS CAPITALIZED	0.00 (	162.88)	0.00	0.00	0.00
51-44-833 CONTINGENCY	0.00	0.00	0.00	0.00	0.00
51-44-834 EQUIPMENT SINKING FUND	0.00	0.00	0.00	0.00	0.00
51-44-950 BANK FEES/CHARGES	0.00	0.00	0.00	0.00	0.00
51-44-951 DEPRECIATION EXPENSE	260,000.00 (	4,901.65)	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	50,000.00	0.00	50,000.00	100.00	0.00
51-44-999 SPECIAL ITEM EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL O & M	2,703,804.00	77,049.73	1,539,186.09	56.93	1,164,617.91

TOTAL EXPENDITURES	2,703,804.00	77,049.73	1,539,186.09	56.93	1,164,617.91
	=====	=====	=====	=====	=====

REVENUES OVER/(UNDER) EXPENDITURES	540,955.47	63,481.46	921,213.12	(	380,257.65)
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FUND- 90 -VILLAGE EVENTS

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REVENUES					
=====					
90-350 DONATIONS	2,000.00	0.00	4,441.00	222.05 (	2,441.00)
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	280.00	42.59	270.12	96.47	9.88
90-382 VENDOR FEES	0.00	0.00	0.00	0.00	0.00
90-386 UTV REGISTRATION FEES	0.00	0.00	0.00	0.00	0.00

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

Section 15. Item #a.

100.00% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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	18,000.00	0.00	17,700.00	98.33	300.00
TOTAL REVENUES	20,280.00	42.59	22,411.12	110.51 (	2,131.12)
	=====	=====	=====	=====	=====
EXPENDITURES					
=====					
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	18,100.00	100.00	0.00
TOTAL FOURTH OF JULY	18,250.00	0.00	18,100.00	99.18	150.00
TOTAL EXPENDITURES	18,250.00	0.00	18,100.00	99.18	150.00
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	2,030.00	42.59	4,311.12	(	2,281.12)

LINE-ITEM TRANSFERS

See Consent Agenda

CONSTRUCTION IN PROGRESS

Large Purchase Tracking
Grant Tracking
Village Debt
Village Revenue

Section 15. Item #a.

Last Updated: 2/13/2025

Approved Expenses								
Tracking Items or services that were approved in the fiscal year.								
BOARD MEETING DATE	Task #	Project	ITEM	VENDOR	LINE ITEM	APPROVED AMT	PAID TO DATE	BALANCE
Sept 9, 2024	22-837	Church & Gooding	Engineering		51-44-534	\$ 17,900.00		
January 8, 2024	22-1342	PHASE I ARCHAEOLOGICAL SURVEY - IEPA PROJ	Water Main Repl. & Well #5	FEHR GRAHAM	51-44-532	\$ 7,500.00	\$ 7,300.00	\$ 200.00
October 9, 2023	23-1378	Clayton Court Water Looping 23-1378	Engineering	FEHR GRAHAM	51-44-532	\$ 48,500.00	\$ 42,350.00	\$ 6,150.00
January 8, 2024	23-1378	Clayton Court Water Looping 23-1378	Water/Main Supplies	CORE & MAIN	51-44-542	\$ 20,000.00	\$ 20,314.00	\$ (314.00)
February 7, 2024	23-1378	Clayton Court Water Looping 23-1378	Engineering	FEHR GRAHAM		\$ 1,000.00		\$ 1,000.00
February 5, 2025	23-1378	Clayton Court Water Looping 23-1378	Secure Easement					
January 15, 2025	25-125	2025 General Engineering Agreement	Engineering	Fehr Graham		\$ 25,000.00		\$ 25,000.00
Dec 11, 2023	24-271A	24 ROADWAY PROJECT 24-271A	Heeren & Sheldon Dr	Rock Road	15-46-850	\$ 317,323.20	\$ 237,129.55	\$ 80,193.55
Dec 11, 2023	24-271	MFT ENGINEERING EXPENSE Project 24-271	Heeren & Sheldon Dr	FEHR GRAHAM	15-46-502	\$ 57,283.24	\$ 55,417.53	\$ 1,865.71
July 8, 2024	24-1255	Cunningham Water Main 24-1255	Engineering	Fehr Grahm	51-44-532	\$ 47,100.00	\$ 33,910.00	\$ 13,190.00
Sept 9, 2024	24-1570	Resh Farms Drainage Study	Engineering	Fehr Graham	01-42-532	\$ 35,200.00		
Feb 19, 2025	24-1570	Westfield Box Culvert	Engineering	Fehr Graham		TBD		
Feb 19, 2025	2024-25R	IEPA SRLF Project - Swift/Winnebag/Cunningham/Soper				TBD		

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Grant Applications/Progress Tracking

Grant Title	Approved	Restricted Use	Total	Received	Notes
FY25 Less Letahl Alternatives for Law Enforcement	Approved	Five (5), TASER 10 Packages	\$ 15,686.00	In process	10/2/24 Received email notification that the grant had been approved. No indication when the amount will be received. The equipment has not been received as of 02/14/25

Village Debt 2025

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

VILLAGE REVENUE

INCOME TAX

	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		45,531	41,240	46,252	38,199	31,932
Mar		28,839	25,624	21,650	23,957	21,741
Feb		44,370	43,264	49,949	34,761	29,237
Jan	53,726	46,891	43,756	40,058	32,879	28,378
Actual	53,726	499,272	469,574	479,064	408,380	336,982
Projected						
Budgeted	499,000					
Bdgt vs Act.	10.77%					

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		3,430	8,739	11,839	6,418	4,964
Mar		3,845	5,501	10,015	1,374	719
Feb						
Jan	4,698	6,521	11,104	7,647	3,802	3,616
Actual	4,698	38,319	65,286	78,474	38,784	22,093
Projected						
Budgeted	32,000					
Bdgt vs Act.	14.68%					

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		7,295	9,433	8,868	9,045	8,870
Mar		12,190	13,474	13,373	18,448	12,810
Feb		10,502	11,139	10,550	13,073	9,336
Jan	5,447	10,053	10,567	8,980	12,268	9,965
Actual	5,447	110,119	116,875	116,874	127,468	126,792
Projected						
Budgeted	110,000					
Bdgt vs Act.	4.95%					

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		41,373	39,869	39,130	34,610	25,550
Mar		51,478	53,237	49,512	31,926	30,185
Feb		48,093	48,626	44,321	29,689	27,757
Jan	55,201	51,239	51,786	46,372	33,941	29,424
Actual	55,201	568,439	592,182	614,085	466,222	393,309
Projected						
Budgeted	570,000					
Bdgt vs Act.	9.68%					

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		29,388	30,116	26,274	22,599	14,385
Mar		38,180	38,095	37,605	20,761	18,122
Feb		36,761	37,025	34,000	19,183	17,605
Jan	42,715	37,989	38,685	32,282	21,192	18,659
Actual	42,715	424,556	440,149	459,883	320,065	241,887
Projected						
Budgeted	425,000					
Bdgt vs Act.	10.05%					

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		9,780	8,027	8,467	8,380	8,398
Mar		2,910	8,684	9,106	9,570	8,724
Feb		10,087	9,313	9,999	9,436	9,067
Jan	9,333	8,645	21,950	9,827	10,254	10,554
Actual	9,333	109,334	119,176	113,390	114,728	111,721
Projected						
Budgeted	105,575					
Bdgt vs Act.	8.84%					

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		6,569	4,933	4,422	3,552	
Mar		6,719	6,196	4,983	2,061	
Feb		5,954	4,669	5,224	1,775	
Jan	7,787	6,963	4,533	4,377	0	
Actual	7,787	86,999	75,487	62,776	46,388	0
Projected	8,495					
Budgeted	90,000					
Bdgt vs Act.	8.65%					

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		2,899	2,965	2,783	2,518	4,199
Mar		3,270	3,155	2,932	2,715	4,474
Feb		2,948	2,997	2,806	2,915	4,787
Jan	2,448	2,796	2,978	2,887	3,015	4,317
Actual	2,448	32,963	36,059	35,086	34,275	48,879
Projected			Police	Com Dev		
Budgeted	31,800		2040.0583	408		
Bdgt vs Act.	7.70%					

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		195				75
Mar		25	50	150		
Feb			180			125
Jan			25	125	125	485
Actual	0	545	380	1,565	1,200	2,840
Projected	0					
Budgeted	470	day permits for heavy vehicles				
Bdgt vs Act.	0.00%					

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		4,770	4,751	6,026	5,074	5,974
Mar		5,261	4,655	3,784	4,675	5,387
Feb		4,891	4,905	6,202	4,987	5,403
Jan	5,492	6,173	6,755	6,863	6,309	9,228
Actual	5,492	66,008	67,028	70,291	69,861	69,104
Projected						
Budgeted	66,238					
Bdgt vs Act.	8.29%					

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		4,838	4,393	4,297	3,706	3,905
Mar		5,194	4,765	3,498	3,799	4,155
Feb		4,910	4,294	4,346	3,987	4,243
Jan	5,548	5,302	4,720	4,669	3,985	4,385
Actual	5,548	65,111	59,867	52,303	50,404	47,064
Projected						
Budgeted	61,946					
Bdgt vs Act.	8.96%					

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		1,109	106	1,246	1,505	2,429
Mar		982	836	460	169	1,677
Feb		518	334	365	253	2,358
Jan	774	245	1,696	469	1,324	1,141
Actual	774	11,569	15,390	8,946	11,202	18,729
Projected	0					
Budgeted	9,300					
Bdgt vs Act.	8.32%					

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		441	420	453	351	290
Mar		415	364	432	272	218
Feb		412	372	408	276	
Jan	414	371	373	415	343	
Actual	414	4,694	4,452	4,811	4,283	
Projected	0					
Budgeted	4,800					
Bdgt vs Act	8.62%					

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	0	110,943	110,693	117,793	99,522	84,277
Mar	0	102,973	110,089	107,170	88,262	78,870
Feb	0	116,437	115,891	118,034	90,151	80,308
Jan	133,053	126,516	142,540	113,893	96,626	86,740
	133,053	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		21,686		15,970		33,707
Mar		25,823		19,232		40,559
Feb		27,186		15,721		42,719
Jan	22,474	18,697	15,553	15,512	35,134	30,834
Actual	22,474	311,243	15,553	195,858	35,134	473,426
Projected						
Budgeted	323,000	290,080	195,208	181,552	475,000	495,800
Bdgt vs Act.	6.96%	1.072954	0.0796719	1.0787997	0.0739663	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	133,053
Projected						0
Budgeted						1,907,972
Bdgt vs Act						6.97%

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	115,875
Projected						0
Budgeted						1,418,208
Bdgt vs Act						8.17%

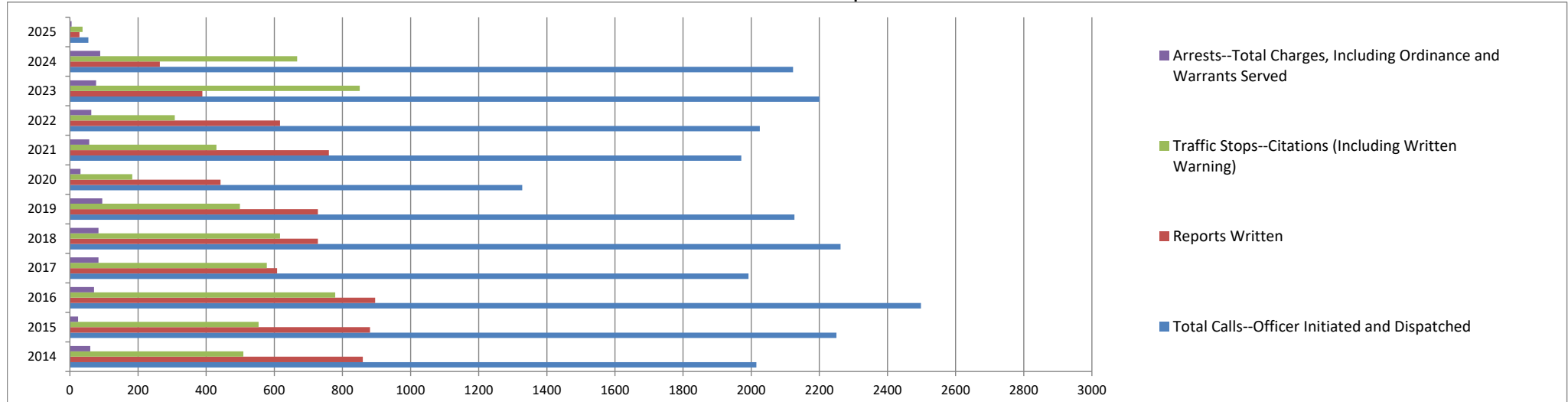
**Winnebago Police Department
2022/2023/2024/2025 Calls and Offenses**

Section 16. Item #a.

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

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

Calls for Service / Reports Written



Section 16. Item #a.

Total from previous Years	\$ 109,500.00
Grand Total	\$110,000.00

Winnebago Police Department Traffic Speed Sign Data: January 2025			
Location	Average Speed	Max Speed	Car Count
N. Elida Street	26.19	101	157341
W. McNair Road	25.78	81	20249
Winnebago High School	18.18	34	1199
Cunningham Road	31.67	75	42577
E. McNair Road	43.35	99	18203
These numbers also include first responders responding to calls for service			
These numbers also include radar interference between in-car and stationary radar units			

**Village Engineer Report
for
Village of Winnebago**

**Village Board Meeting
February 5, 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. An IEPA Public Water Supplies Application for Construction submittal was made on September 5, 2024, with supplemental materials/information provided on September 16, 2024, and October 29, 2024.

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

#23-1378 Winnebago Clayton Court WM Looping Design – A final alignment was decided between the Village and Fehr Graham, and the plan set has been updated. An Application for Construction Permit was submitted to the IEPA on February 5, 2024. Final easement exhibits were prepared and submitted to the Village for coordination with property owners. Per correspondence with the Village, properties have changed ownership, and the procurance of easements has started once again.

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 respected engineer tasked with the project.

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. The project was discussed during the monthly Development Team Meeting at Village Hall on Monday, January 13, 2025. Following the meeting, Village comments were provided to Fehr Graham. A review letter was provided to the Village on January 24, 2025. Fehr Graham awaits a resubmittal of the plans to ensure that all comments were addressed appropriately by the respected engineer tasked with the project.

24-1255 Cunningham Road Water Main Replacement—The Village executed the agreement for the project on July 16, 2024. Fehr Graham provided Winnebago County Highway Department and Four Rivers Sanitation Authority copies of the preliminary plans for their internal review on Wednesday, November 27, 2024. Due to requirements proposed by the Winnebago County Highway Department, the scope of work within the project has been revised to eliminate all work within Winnebago County Right-of-Way. IEPA SRF loan application materials were provided to the Village for signature on January 20, 2025. Documents were returned to Fehr Graham on Thursday, January 23, 2025, for submittal to IEPA.

#24-271A Winnebago 2024 MFT Street Construction – Construction for the Village MFT project started on June 25, 2024. Final closeout materials to submitted to IDOT on January 7, 2025. Fehr Graham will provide updates as they become available.

#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 Wednesday, January 15, 2025, preliminary IDOT documents to utilize MFT funds for the construction of the project were approved and signed by the Village during their bi-monthly board meeting. Signed documents were submitted to IDOT on Thursday, January 16, 2025. Fehr Graham will provide updates as they become available.

Respectfully Submitted,


Luke Ziegler
Staff Engineer

O:\Winnebago, Village of\25-125 - 2025 General Engineering Services\PA Final\PH05 - Village Board - General Items\Village Engineer Reports\25-125 - Winnebago 2025-02-05 February Engineer Report.doc

CODE ENFORCEMENT OFFICER AND BUILDING OFFICIAL REPORT

DECEMBER 1, 2024 – DECEMBER 31, 2024

CODE ENFORCEMENT:

- 114 S BENTON - PROPERTY MAINTINENCE –in process of demolition
- 105 S BENTON –PROPERTY MAINTENANCE – Cimino's Pizza – Cleaned up and plans to install concrete pad in spring for the dumpster to sit.
- 402 S CHURCH – Rubbish in driveway/ letter sent/Winnebago County Health Department involved
- House Numbering complaints will be addressed in the next coming months.

RESOLVED FROM LAST MONTH:

PROJECT	ISSUE DATE	NAME	LOCATION	CONTRACTOR	DESCRIPTION	PROJ TYPE
25-01	02/12/2025	RANCHO LA LEONA	508 N ELIDA STREET	OWNER	COM SIGN	CS
*** TOTALS ***		NUMBER OF PROJECTS:	1	VALUATION:	0.00	FEES: 130.00



Casper Manheim,
Building Official & Code Enforcement Officer

MONTHLY WATER USAGE 2024

2024 READ CYCLE DATES	CYCLE DAYS	GALLONS PUMPED WELL # 2	GALLONS YTD WELL #2	GALLONS PUMPED WELL # 3	GALLONS YTD WELL #3	GALLONS PUMPED WELL # 4	GALLONS YTD WELL #4	TOTAL GALLONS PUMPED	GALLONS PUMPED YTD	TOTAL GALLONS BILLED FROM REGISTER	GALLONS LESS (PUMPAGE OF Well #2, #3, #4)	GALLONS YTD PER BILLING REGISTER	% FOR MONTH	% YTD	LEAKS & MAIN SERVICE BREAKS
11/21/2024 - 12/19/24		2,194,200	24,962,100	1,207,500	21,114,000	2,136,100	31,557,600	5,537,800	77,633,700	10,820,722	5,282,922	72,706,473	95%	94%	Main break
10/21/24 - 11/20/24		1,669,200	22,767,900	945,800	19,906,500	1,746,500	29,421,500	4,361,500	72,095,900	8,498,712	4,137,212	67,423,551	95%	94%	
09/24/24 - 10/20/24		2,560,000	21,098,700	2,377,600	18,960,700	3,003,300	27,675,000	7,940,900	67,734,400	15,267,073	7,326,173	63,286,339	92%	93%	Hydrant flushing
8/27/24 - 9/23/24	27	1,733,200	18,538,700	1,896,400	16,583,100	2,906,200	24,671,700	6,535,800	59,793,500	12,855,191	6,319,391	55,960,166	97%	94%	
7/25/24 - 8/26/24	32	2,311,700	16,805,500	2,263,400	14,686,700	3,028,200	21,765,500	7,603,300	53,257,700	14,973,677	7,370,377	49,640,775	97%	93%	
6/25/24-7/24/24	29	2,027,000	14,493,800	1,668,900	12,423,300	2,765,600	18,737,300	6,461,500	45,654,400	12,760,720	6,299,220	42,270,398	97%	93%	
5/24/24-6/24/24	31	2,012,900	12,466,800	2,647,700	10,754,400	3,271,500	15,971,700	7,932,100	39,192,900	15,232,870	7,300,770	35,971,178	92%	92%	Main break
4/26/24-5/23/24	27	1,522,000	10,453,900	2,381,000	8,106,700	3,099,000	12,700,200	7,002,000	31,260,800	12,969,237	5,967,237	28,670,408	85%	92%	
3/26/24 -4/25/24	30	1,972,500	8,931,900	1,539,700	5,725,700	2,306,000	9,601,200	5,818,200	24,258,800	11,052,493	5,234,293	22,703,171	90%	94%	water main break, hydrant flush
2/26/24-3/25/24	28	1,878,700	6,959,400	1,017,500	4,186,000	2,160,000	7,295,200	5,056,200	18,440,600	9,883,714	4,827,514	17,468,878	95%	95%	
1/25/24-2/26/24		2,338,900	5,080,700	1,453,300	3,168,500	2,598,200	5,135,200	6,390,400	13,384,400	12,491,103	6,100,703	12,641,364	95%	94%	
12/19/24-1/24/24	36	2,741,800	2,741,800	1,715,200	1,715,200	2,537,000	2,537,000	6,994,000	6,994,000	13,534,661	6,540,661	6,540,661	94%	94%	



BOARD BRIEFS

Section 16. Item #e.

WEEKLY UPDATE FROM THE VILLAGE ADMINISTRATOR

VOLUME 2025-1
WEEK OF JAN 6

Public Works completed daily rounds as per IEPA requirements for 6 deep water wells, including data recording and water treatment measures. The team also conducted monthly IEPA-required bacti QA/QC samples for both the Village of Winnebago and the Winnebago County Water District, as well as additional IEPA and IDPH-required water samples for QA/AC. The team completed 1 partial salt circuit and 2 trash circuits, along with routine wellhouse cleaning and maintenance. Public Works worked with the office on finalizing meter topper swap outs and scheduling concerns. They conducted after-hours water main locates and repairs due to sinkholes caused by Silo Fiber directional boring in the Village ROW. In addition to routine cold patching, the team completed 10 Julie locates, including a large-scale outlay for the Silo fiber network. A broken 4" water main at Clayton Ct. was repaired after hours, and the team conducted an extensive clean-up of vehicles and equipment post-water main break, requiring extra time due to freezing temperatures. The department also worked on addressing brake lighting issues on the 2019 INT dump truck and the furnace repair at Well #4. As part of winter preparations, heavy equipment was winterized with plows and spreaders reinstalled after being used for the water main break.

PUBLIC WORKS

The Police Department recorded 61 calls for service, wrote 3 incident reports, made 2 arrests, and issued 7 citations and warnings during the reporting period. The department also investigated 1 vehicle crash. Officer McNeely successfully completed his Field Training Officer training and certification. The Bi-Annual racial profiling data was submitted to the State of Illinois as required. In addition, the department is preparing for the High-Risk Traffic Stops Training, which is state-mandated and will be attended by all officers in the near future. Taser 10 training will also be conducted in coordination with an outside agency, as the Taser 10 equipment began arriving through the Taser Grant Funding. The department has continued to work on the rearrangement of equipment between the police office and the police garage to enhance operational efficiency during shift changes. Chief White and Lt. Haff attended the monthly Chiefs Meeting, where State's Attorney Hanley presented changes to the criminal complaint system, which will streamline arrest-related procedures and paperwork. This is a good opportunity for the department to suggest changes to the criminal complaint database. Additionally, the Annual Police Memorial church service will be held at Crossroads Community Church in Winnebago on May 14, 2025, marking the first time the event will be hosted within the Village in its 45-year history.

POLICE

The Treasurer continued with front office training, budget preparations, and prepared the monthly Treasurer's report for the upcoming board meeting. This was the first week of transitioning the Deputy Clerk to part-time and promoting the Administrative Assistant to full-time Assistant Deputy Clerk. Part of the week was spent coordinating this transition and adjusting to new responsibilities. Clerk staff processed payroll for January 15th, completed Public Hearing and Zoning Board minutes, and prepared the agenda for the January 14th Zoning Board Meeting, as well as preparation for the January 15th Board Meeting. The Village Administrator attended a workshop hosted by ILCMA on creating an onboarding program for newly elected officials. The Administrator also attended a Liquor Commission meeting to discuss BYOB licenses, continued discussions with First Midwest Group regarding their upcoming Starbucks development, and worked with the Treasurer and department heads on finalizing proposed General Fund budget in preparation for its inclusion in the upcoming Committee of the Whole meeting.

OFFICE STAFF



BOARD BRIEFS

Section 16. Item #e.

WEEKLY UPDATE FROM THE VILLAGE ADMINISTRATOR

VOLUME 2025-2
WEEK OF JAN 11

The Treasurer continued with budget preparation, finalizing the General Fund proposed budget and completing the Treasurer's reports for the upcoming board meeting. The Treasurer also continued front office training. In the front office, staff handled business registrations, year-end permits to the assessor, home closings, and portable meter readings and billing. The Village Administrator worked with various developers and entrepreneurs on their ongoing projects, collaborated with the Treasurer and department heads on finalizing the budget for board presentation, and attended a meeting with Leader Tony McCombie to discuss local priorities in the state legislature. On Monday, staff also conducted their monthly development team meeting where they discuss all ongoing developments in the Village. The Village Administrator and DPW also met with the management of Silo Communications to establish clear expectations on ROW Work in the Village.

OFFICE STAFF

Public Works completed daily rounds as required by IEPA for 6 deep water wells, including data recording and water treatment. The team participated in OSHA training for trench safety, PPE, bloodborne pathogens, and confined space entry. They conducted routine service maintenance on the 2021 Chevy 1500, completed a full salt circuit, and did a full equipment washdown. Public Works continued to assist with meter topper swap outs and scheduling concerns, responding to water main and storm sewer locates caused by Silo Fiber directional boring in the Village ROW. They also completed cold patching, 11 Julie locates, and replaced a water meter topper. An after-hours water shut-off was performed due to a freeze-related issue, and extensive clean-up work was done after a water main break in freezing temperatures. Repairs were made to the furnace at Well #4, and work was also completed on the office bathroom.

PUBLIC WORKS

The Police Department recorded 50 calls for service, wrote 5 incident reports, and made 1 warrant arrest. They issued 10 traffic citations and warnings, and officers continued their TASER 10 training, with 75% of the department having completed the online portion. Officer Mund attended the in-person TASER 10 class at CVPD, and one squad had its tires replaced due to wear. The department completed annual firearms qualifications at the sheriff's office and is investigating two property crimes at a local business. The School Resource Officer (SRO) met with federal law enforcement partners at the school district, and the district has ordered a firearm safe for the SRO office. Chief White is gathering information for a potential replacement squad.

POLICE



BOARD BRIEFS

Section 16. Item #e.

WEEKLY UPDATE FROM THE VILLAGE ADMINISTRATOR

VOLUME 2025-3
WEEK OF JAN 20

The Police Department recorded 54 calls for service, wrote 6 incident reports, and issued 6 traffic citations and warnings during the reporting period. The department made 2 arrests and issued warrants for 3 Retail Theft cases that were under investigation, utilizing the FLOCK system in coordination with other officers and agencies. One vehicle required a battery replacement. A tip was received regarding speeding violations on a residential street, leading to a directed patrol in the area. The department also assisted the Win-Bur-Sew Fire Department with a malfunctioning sprinkler system at a local business. Additionally, the department assisted the Winnebago County Sheriff's Police during their operations supporting security efforts for the Presidential Inauguration in Washington D.C. All officers completed their Taser online training prior to the upcoming hands-on training. Lt. Haff and Chief White met with Illinois House Minority Leader Tony McCombie during her traveling office hours at the Winnebago Public Library and also attended the Northwest Illinois Law Enforcement Executives Associations winter retreat in Galena, Illinois, which included Officer Wellness and Resiliency Training.

POLICE

The Treasurer made progress in preparing the O&M and MFT proposed budgets. The Deputy Clerk completed payroll and worked on preparing minutes and upcoming meeting agendas. The front office staff is working on the UTV permit renewal process and sent out late notices for outstanding payments. The Village Administrator worked with the school district and Village staff on their upcoming transportation center project. The Administrator continued to coordinate with NIU for one-on-one interviews as part of the strategic planning process, attended the Winnebago County PSAP meeting, and worked with Park Hills Church on their development project.

OFFICE STAFF

Public Works completed daily rounds as required by IEPA for 6 deep water wells, including data recording and water treatment measures. They participated in additional OSHA training at Belvidere City Hall focused on trench safety and shoring, working from heights, trips and falls, back and lifting safety, and confined space entry. Routine service maintenance was conducted on the John Deere 85G, and 4 full salt circuits were completed, followed by equipment washdowns post-salting and snow fighting events. The team completed 2 trash circuits, performed routine wellhouse cleaning and maintenance, and continued addressing an excessive number of water main and storm sewer locates caused by Silo Fiber directional boring in the Village ROW. Other activities included deep cleaning of facilities and trucks, 12 Julie locates, repairing the furnace at the Old RAS Building, and conducting after-hours snow fighting events. The team assisted a resident with frozen water lines, and extensive clean-up was performed post-water main break, requiring extra time due to freezing temperatures. The team also re-fueled diesel standby generators.

PUBLIC WORKS



BOARD BRIEFS

Section 16. Item #e.

WEEKLY UPDATE FROM THE VILLAGE ADMINISTRATOR

VOLUME 2025-4
WEEK OF JAN 27

Public Works completed daily rounds for IEPA compliance, including data recording and water treatment measures for 6 deep water wells. The team also conducted the replacement of a toilet at Village Hall, received mini bulk chemical deliveries, and completed a full equipment wash and wax. Two trash circuits were completed, and routine wellhouse cleaning and maintenance was carried out. They continued responding to an excessive number of water main and storm sewer locates due to Silo Fiber directional boring in the Village ROW. The team replaced and installed high bay lighting in the police garage, conducted 12 Julie locates, and repaired the furnace ignitor at the main shop. An auto flusher repair was made at Rock 39, and after-hours snow fighting events were carried out due to weather conditions. The team also assisted a resident with frozen water lines and conducted vehicle clean-up post-water main break. Public Works worked with the Village Administrator and Treasurer on budget preparations.

PUBLIC WORKS

The Police Department recorded 57 calls for service, wrote 4 incident reports, and issued 7 traffic citations and warnings during this reporting period. Public Works assisted by installing new lighting in the police garage, and Chief White checked on the status of grant funding, addressing the temporary freeze on the department's grant awards. The 2024 Way Forward Report was completed and submitted to the Attorney General's Office for review. Lt. Haff worked with IT on resolving issues with the department's firewall, with assistance from Rockford IT and County IT. The department was recognized as the "Member Spotlight" by the Chamber of Commerce for the month of January. Inventory on patrol vehicles and equipment was completed, and resupply of missing or outdated items is underway. The department also began preparing its annual report on camera usage, which is required for the camera grant. This report will be submitted to the Attorney General, Governor, and Training Board by May 1. Officers signed up for the Winnebago Cool School Plunge and the Illinois Law Enforcement Torch Run Polar Plunge to support local classrooms and Special Olympics in March 2025.

POLICE

The Treasurer continued working with the Director of Public Works and Village Administrator on finalizing the Motor Fuel Tax and Operations and Maintenance budgets, while also assisting. The Deputy Clerk and Assistant Deputy Clerk prepared agendas for the upcoming Zoning Board, Village Board, and Committee of the Whole (CoW) meetings. The front office staff completed billing this week and continued the UTV renewal process. The Village Administrator worked with Park Hills Church on their future expansion and zoning variance request, met with the Village President to discuss upcoming agenda items, and attended the NORTHCOG meeting with other municipalities to discuss regional issues.

OFFICE STAFF



Agenda Item Executive Summary

Item Name MFT Westfield Project Bid Acceptance Committee or Board Board

BUDGET IMPACT

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

EXECUTIVE SUMMARY

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

The Village Board approved the engineering task order on **August 21, 2024**, and included the project in the **2025 MFT program**. On **January 15, 2025**, the Board adopted **Resolution 2025-03R**, formally approving the project.

With the design complete, the project is under **IDOT review**. Once approved and bidding is finalized, this item will return to the Village Board for formal bid acceptance before construction proceeds.

ATTACHMENTS (PLEASE LIST)

Resolution 2025-03R

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
Joseph Dienberg, Village Administrator Date: 2/19/2025



Resolution for Maintenance Under the Illinois Highway Code

District	County	Resolution Number	Resolution Type	Section Number
2	Winnebago	2025-03R	Original	25-00000-00-GM

BE IT RESOLVED, by the President and Board of Trustees of the Village of Winnebago Governing Body Type Local Public Agency Type Illinois that there is hereby appropriated the sum of Three Hundred Thousand and 00/100 Dollars (\$300,000.00)

of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of Illinois Highway Code from 01/01/25 to 12/31/25 Beginning Date Ending Date

BE IT FURTHER RESOLVED, that only those operations as listed and described on the approved Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that Village of Winnebago Local Public Agency Type Name of Local Public Agency shall submit within three months after the end of the maintenance period as stated above, to the Department of Transportation, on forms available from the Department, a certified statement showing expenditures and the balances remaining in the funds authorized for expenditure by the Department under this appropriation, and

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I Sally Jo Huggins Village Clerk in and for said Village Name of Clerk Local Public Agency Type Local Public Agency Type of Winnebago Name of Local Public Agency in the State of Illinois, and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the

President and Board of Trustees of Winnebago at a meeting held on 01/15/25 Governing Body Type Name of Local Public Agency Date

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 15th day of January, 2025 Day Month, Year

(SEAL, if required by the LPA)



Clerk Signature & Date

Sally Jo Huggins 1-15-2025

APPROVED

Regional Engineer Signature & Date
Department of Transportation



Local Public Agency General Maintenance

Submittal Type Original

Estimate of Maintenance Costs

District Estimate of Cost For

2Municipality

Local Public Agency	County	Section Number	Maintenance Period	
			Beginning	Ending
Village of Winnebago	Winnebago	25-00000-00-GM	01/01/25	12/31/25

Maintenance Items								
Maintenance Operation	Maint Eng Category	Insp. Req.	Material Categories/ Point of Delivery or Work Performed by an Outside Contractor	Unit	Quantity	Unit Cost	Cost	Total Maintenance Operation Cost
Westfield Road	IV	Yes		LS	1	\$202,325.25	\$202,325.25	\$202,325.25
Total Operation Cost								\$202,325.25

Maintenance

Local Public Agency Labor

Local Public Agency Equipment

Materials/Contracts(Non Bid Items)

Materials/Deliver & Install/Materials Quotations (Bid Items)

Formal Contract (Bid Items)

Estimate of Maintenance Costs Summary

	MFT Funds	RBI Funds	Other Funds	Estimated Costs
	\$202,325.25			\$202,325.25
Maintenance Total	\$202,325.25			\$202,325.25

Maintenance Engineering

Preliminary Engineering

Engineering Inspection

Material Testing

Advertising

Bridge Inspection Engineering

Estimated Maintenance Eng Costs Summary

	MFT Funds	RBI Funds	Other Funds	Total Est Costs
	\$11,366.26		\$23,833.74	\$35,200.00
	\$12,139.52			\$12,139.52
Maintenance Engineering Total	\$23,505.78		\$23,833.74	\$47,339.52
Total Estimated Maintenance	\$225,831.03		\$23,833.74	\$249,664.77

Remarks

SUBMITTED

Local Public Agency Official Signature & Date

Franklin/Emm 11/15/2025

Title

Village President

County Engineer/Superintendent of Highways Signature & Date

APPROVED

Regional Engineer Signature & Date
Department of Transportation

Estimate of Maintenance Costs

Section 18. Item #a.

Submittal Type ☐ Original

Local Public Agency	County	Section	Maintenance Period	
			Beginning	Ending
Village of Winnebago	Winnebago	25-00000-00-GM	01/01/25	12/31/25

IDOT Department Use Only

Received Location Received Date Additional Location?

☐

WMFT Entry By

Entry Date



**Maintenance Engineering to be
Performed by a Consulting Engineer**

Local Public Agency

Village of Winnebago

County

Winnebago

Section Number

25-00000-00-GM

The services to be performed by the consulting engineer, pertaining to the various items of work included in the estimated cost of the maintenance operations (BLR 14222), shall consist of the following:

PRELIMINARY ENGINEERING shall include:

Investigation of the condition of the streets or highways for determination (in consultation with the local highway authority) of the maintenance operations to be included in the maintenance program; preparation of the maintenance resolution (BLR 14220 for municipalities and counties), maintenance estimate of cost and, if applicable, proposal; attendance at meetings of the governing body as may reasonably be required; attendance at public letting; preparation of the contract, quotations, and/or acceptance (BLR 12330) form. Also, preparation of the maintenance expenditure statement which must be submitted to IDOT within 3 months of the end of the maintenance period.

ENGINEERING INSPECTION shall include:

Furnishing the engineering field inspection, including preparation of payment estimate for contract, material proposal and/or deliver and install proposal and/or checking material invoices of those maintenance operations requiring engineering field inspection. For operations requiring material testing ensure the testing is completed by a qualified firm.

For furnishing preliminary engineering, the engineer will be paid a base fee PLUS a negotiated fee percentage. Only one base fee can be charged per maintenance period. For furnishing engineering inspection, the engineer will be paid a negotiated fee percentage. The negotiated preliminary engineering fee percentage for each maintenance group shown in the "Schedule of Fees" shall be applied to the total estimated costs of that group. The negotiated fee for engineering inspection for each maintenance group shall be applied to the total final cost of that group for the times which required engineering inspections. In no case shall this be construed to include supervision of the contractor operations.

SCHEDULE OF FEES

Total of all Maintenance Operations:

☐ <= \$20,000

Base Fee

☒ > \$20,000

Base Fee = \$1,250.00

PLUS					
Maintenance Engineering Category	Preliminary Engineering		Engineering Inspection		Operation(s) to be Inspected
	Maximum Fee %	Negotiated Fee %	Maximum Fee %	Negotiated Fee %	
I	NA	NA	NA	NA	NA
IIA	2%		1%		
IIB	3%		3%		
III	4%		4%		
IV	5%	5%	6%	6%	

The LPA certifies that the selection of the ENGINEER was performed in accordance with the Local Government Professional Service Selection Act 50 (ILCS 510/1-510/8) and procedures outlined in Chapter 5 of the DEPARTMENT's Bureau of Local Roads and Streets Manual.

BY:

Local Public Agency Signature & Date

Franklin J. Enbom 11/15/2025

Title

Village President

BY:

Consulting Engineer Signature & Date

Title

P.E. Seal & Date

Approved:

Regional Engineer, IDOT Signature & Date

August 23, 2024

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

**RE: Proposal for Professional Services
Resh Farm Drainage Study and Improvements**

Dear President Eubank,

We understand the Village intends to replace the box culvert crossing under Westfield Road near the point of stormwater discharge from the Resh Farms subdivision. This replacement will require a topographic survey, the design of a new precast box culvert, a brief drainage review to confirm sizing of the new culvert and bidding documents and services.

The following is the scope of services which Fehr Graham is set to provide:

SCOPE OF SERVICES

Topographic Survey

Fehr Graham will perform a limited topographic survey at the Resh Farms stormwater outlet structure, as well as the area surrounding the box culvert under Westfield Road described above. Accurate edge of pavement locations will be obtained at the Westfield culvert along with visible utilities, and spot elevations where needed for design purposes. A permanent benchmark will be placed on site. Upon completion of the field data collection, GIS data and LIDAR contours from WinGIS will be supplemented into the survey information to create a base surface to work from.

Westfield Culvert Replacement Design

Fehr Graham will prepare the following Final Engineering Services:

- » Final Engineering Plans to facilitate replacement of the existing box culvert through the preparation of:
 - Removal Plan.
 - Will indicate the removal of existing box culvert and headwall sections.
 - Site Plan and Details.
 - Proposed plan layouts.
 - Proposed spot elevations.
 - Proposed culvert invert elevations. At this time, it is assumed that the Village is requesting a design for a precast box culvert structure.
 - Proposed pavement section and specification for Westfield Road.
 - Construction Detail Drawings.
 - Soil Erosion and Sedimentation Control Plans.
 - Details and Specifications relating to the work depicted in these drawings.
 - Brief drainage memo justifying culvert sizing based on the drainage area tributary to the culvert assuming the existing Resh Farms detention basin is not detaining to the Winnebago County Stormwater Ordinance requirements.

August 23, 2024

President Frank Eubank – Village of Winnebago

Village of Winnebago – Resh Farm Drainage Improvements

Page 2

- » Fehr Graham will provide an itemized opinion of probable costs for the proposed improvements upon completion of the design phase for the Village of Winnebago to use in verifying the project budget.

Bidding Documents and Services

Fehr Graham will prepare bidding documents and opinion of probable cost, advertisement of bid documents via QuestCDN, issuance of addendums, evaluation of bids, and recommendation of Contract award to the Village board. This shall also include the attendance and coordination for one (1) pre-bid conference.

EXCLUSIONS

The following items are **not** anticipated to be required as a part of this Scope of Services:

- » Environmental or soil remediation services.
- » Water and sanitary sewer improvements.
- » Civil and structural engineering design relating to the Resh Farms stormwater outlet structure.
- » Multiple culvert design options for Westfield Culvert replacement.
- » As-built survey.
- » National Pollutant Discharge Elimination System Permit and Stormwater Pollution Prevention Plan (assumed less than 1 acre of disturbance).
- » Permit fees.
- » Archaeological investigations.
- » Ecological investigations.
- » Preparation of permanent or temporary easements and/or right-of-way acquisition documents.
- » Utility coordination.
- » Title commitments.
- » Construction management and observation services.
- » Contract management services.
- » Construction staking.
- » Boundary survey.
- » Design services for scope outside of that listed above.
- » Multiple bidding processes.
- » Geotechnical borings and reporting.
- » Illinois Department of Natural Resources hydrologic and hydraulic study/report and permitting.
- » Preliminary bridge design and Hydraulic Report submission to Illinois Department of Transportation (DOT).
- » Type, Size, and Location Drawing for culvert structure (Illinois DOT).
- » PCSWMM modeling of Resh Farms Subdivision.
- » Stormwater modeling of existing Resh Farms stormwater basin.
- » Topographic survey of Resh Farms subdivision.

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

August 23, 2024
President Frank Eubank – Village of Winnebago
Village of Winnebago – Resh Farm Drainage Improvements
Page 2

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:

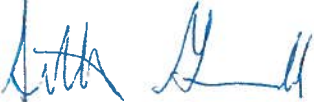
» Topographic Survey	\$3,100.00
» Westfield Culvert Replacement Design	\$26,600.00
» Bidding Documents and Services	\$5,500.00
Total	\$35,200.00

AUTHORIZATION

We appreciate the opportunity to provide you with this proposal. Please sign and return the attached Agreement for Professional Services, which will serve as your official authorization for us to proceed with the proposed work scope.

I trust that the information we have provided is in line with your expectations. If you should have any questions or concerns, please do not hesitate to contact me in the office at (815) 394-4700.

Sincerely,



Seth Gronewold, PE
Principal

SWG:jjja

Enclosures

- Site Exhibit
- Agreement for Professional Services

N:\Proposals\2024\Luke Ziegler\Winnebago, Village of\Resh Farm Stormwater\Reduced Scope Proposal\Winnebago - 2024.08.23 Resh Farm Storm Proposal.docx



AGREEMENT FOR PROFESSIONAL SERVICES

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

Description of Services:

Village of Winnebago – Resh Farm Drainage Study and Improvements

Fehr Graham will complete the scope of services as outlined in the proposal dated August 23, 2024, included herein.

COST:

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:

» Topographic Survey	\$3,100.00
» Westfield Culvert Replacement Design	\$26,600.00
» Bidding Documents and Services	\$5,500.00
Total	\$35,200.00

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:

Signature

Name

Title

Date Accepted

CONSULTANT:

By

Name

Title

Date Proposed

August 23, 2024

24-1570

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 the intended use 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. **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.

19. 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.
20. **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.
21. **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.
22. **Provision Severable** – The unenforceability or invalidity of any provisions hereof shall not render any other provisions herein contained unenforceable or invalid.
23. **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 Clayton Court Water Main Looping Bid Acceptance Committee or Board Village Board

BUDGET IMPACT

Amount:	\$48,500	Budgeted:	Yes
List what fund:	51-44-534		

EXECUTIVE SUMMARY

The Clayton Court Water Main Looping Project, approved originally in the 2024 Operations & Maintenance Budget, aims to enhance water distribution and fire protection in the Village of Winnebago. Fehr Graham has completed the project design and identified the most effective route to eliminate three dead-end water mains, replace two fire hydrants, add two new hydrants, and significantly improve fire flow capacity. This project is expected to triple fire flow rates and ensure compliance with IEPA minimum residual water pressure requirements.

During the planning phase, Fehr Graham discovered that the existing utility easement is only 10 feet wide, which is insufficient for optimal installation. Since McRoberts Street Right-of-Way (R.O.W.) was previously vacated, an expanded easement is required. Fehr Graham has drafted a proposed 15-foot easement within the old R.O.W., and the Village Attorney is currently working on securing approval from the affected property owners.

Once the easement is secured, the project will move forward to the bidding phase. Upon completion of the bidding process, this item will be before the Village Board for formal acceptance of bids before proceeding with construction.

This project is vital for improving water pressure, reliability, and fire protection for the affected area. Fehr Graham's task order has been approved, and work will continue into 2025.

ATTACHMENTS (PLEASE LIST)

Fehr Graham Proposal, Project Route Map

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: 2/19/2025



February 7, 2024

Mr. Chad Insko
Village of Winnebago
108 West Main Street
Winnebago, Illinois 61088

**RE: Village of Winnebago – Clayton Court Water Main Looping
Additional Services Proposal**

Dear Mr. Insko,

Please accept this proposal for additional professional services associated with the above-referenced project. Fehr Graham's original Scope of Services for this project included the preparation of permanent utility easements for the affected parcels surrounding Clayton Court. In late January 2024, a portion of the Village's Public Works property north of this area was conveyed to Four Rivers Sanitation Authority (FRSA) to provide access to their existing pump station (please see attached exhibit for limits of this parcel). This conveyance necessitates that two (2) additional permanent utility easements be created where the proposed water main bisects the FRSA property.

Fehr Graham will provide professional services pertaining to the additional permanent utility easement efforts associated with the below Scope of Services:

SCOPE OF SERVICES

Additional Permanent Utility Easements

Fehr Graham will prepare the legal description and easements for the new FRSA parcel (PIN yet to be created). It is assumed that Fehr Graham will provide the easement exhibits and legal description to the Village Attorney for coordination with FRSA for approval, execution and recording of the respected documentation.

FEES

These additional services can be provided for the lump sum cost of **\$1,000.00**.

EXCLUSIONS

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

- » Boundary Survey Document
- » Title search
- » Recording fees
- » Preparation of easement and/or right-of-way documents outside of those listed above
- » Easement Agreement and property owner coordination

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

February 7, 2024

Mr. Chad Insko – Village of Winnebago

Village of Winnebago – Clayton Court Water Main Looping Additional Services

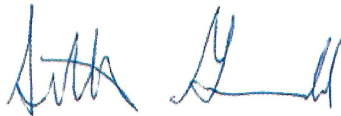
Page 2

AUTHORIZATION

We appreciate the opportunity to provide you with this proposal and trust that the information we have provided is in line with your expectations. Please sign the authorization line below to include this proposed scope and fee in the existing contract (*Fehr Graham Project No: 23-1378*) and the associated terms and general conditions.

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

Authorization:



Date:

2/7/24

N:\Proposals\2024\Luke Ziegler\Winnebago, Village of\Clayton Court Easements\23-1378 - Winnebago 2024.02.07 Clayton Court Additional Services Letter.docx



August 21, 2023

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

**Re: Clayton Court Water Main Looping
Civil Engineering Design Services Proposal**

Dear Mr. Eubank,

Fehr Graham is pleased to provide you with this proposal for professional services associated with the above-referenced project in the Village of Winnebago. Our understanding is that the Village of Winnebago would like to construct a new water main from the western extents of Soper Street to Clayton Court in order to appropriately loop the water distribution system and improve existing fire flow conditions. This route will require jack and bore installation of water main underneath creek crossings. It is understood that this project will be completed with local funding due to the fact that the previously submitted project plan has not yet been approved by IEPA to allow access to the IEPA revolving loan fund.

The proposed water main will be installed within existing Village of Winnebago Property, but an easement is anticipated to be needed between Lots 6 and 7 of the Block 71 Canal Trustee's Final Plat to allow for the looping connection to be made with the existing water main within Clayton Court. This proposed section of the water main will provide improved water quality and pressures to homes in the area and this water main replacement will reinforce the distribution system. It is anticipated that this project will be constructed in 2024. The following details our anticipated Scope of Services to complete the project as described above:

Scope of Services

Topographic and Boundary Survey

Fehr Graham will perform a topographic survey of the proposed project area to establish a roadway centerline and ground elevation profile and obtain an accurate edge of pavement location for the roadway design plans. The topographic survey will include the location of paved areas, spot elevations where needed for planning, location of visible utilities, and setting two permanent benchmarks on the site to be used during construction. Fehr Graham will use this topographic survey and use supplemental lidar data to accurately produce a base drawing for the depicted areas.

All visible structures, utilities, roadways, and sidewalks will be included in said survey. In addition, underground utilities will be identified as needed to assist in the design of the water main extension. It is assumed that the Village of Winnebago will mark the location of the existing water mains prior to the survey taking place so the location of the proposed water main connection points can be accurately depicted on the plans. Property lines will be confirmed as part of this effort to ensure proposed water main looping remains within the limits of Village owned property. A boundary survey document will not be provided as part of this scope of work.

August 21, 2023
Mr. Frank Eubank, Village of Winnebago
Proposal for Clayton Court Water Main Looping
Page 2

Permanent Utility Easement

Fehr Graham will complete a title search for the two affected parcels (14-08-454-014 & 14-08-454-013) in efforts to create a utility easement. Fehr Graham will prepare the legal description and easements for the two affected parcels. It is assumed that Fehr Graham will provide the easement exhibit and legal description to the Village Attorney for coordination with the residents for approval, execution and recording of the documentation.

Water Main Extension Design

Utilizing the data collected, as well as input from the Village of Winnebago, Fehr Graham will complete detailed design drawings for the proposed water main project. The design includes water main replacement within the limits described above. The project will also include the appropriate water main fixtures (valves, services, hydrants and associated appurtenances) along the replacement limits to accommodate testing requirements, as well as the required site restoration.

We anticipate the following minimum plan sheets to be developed for this project:

- Title, General Notes, and Standard Legend
- Summary of Quantities
- Erosion and Sedimentation Control Plan
- Removal and Replacement Plan
- Water Main Replacement Plan and Profiles
- Standard Detail Drawings

In addition to the detailed design drawings for the water main extension, Fehr Graham will prepare plan-specific and general specifications required for the construction of this project to comply with the requirements of the Village of Winnebago and the IEPA Standards. All engineering drawings and project specifications will be prepared in accordance with general practice and in conformance with the State of Illinois and the Village of Winnebago requirements. A Professional Engineer's Signature and Seal will be affixed on the plans and specifications in accordance with the State of Illinois Department of Professional Regulation requirements.

Permitting - IEPA

Fehr Graham will facilitate the preparation of a construction permit application to be submitted to the Illinois Environmental Protection Agency (IEPA) for review and permit approval for the water system improvements. Fehr Graham will make any necessary plan adjustments per comments received from the IEPA. All revisions will be coordinated with both the Village of Winnebago and the IEPA.

Bidding Documents and Bidding Services

Utilizing the completed design drawings and project specifications, Fehr Graham will prepare a bid package of documents for the solicitation of bids. As part of this process, Fehr Graham will address contractor questions, manage the distribution of bidding documents, prepare, and distribute addendums and clarifications, attend the bid opening, review and tabulate the bids, and provide a bid recommendation to the Village of Winnebago for consideration.

August 21, 2023
 Mr. Frank Eubank, Village of Winnebago
 Proposal for Clayton Court Water Main Looping
 Page 3

EXCLUSIONS

The following items are not included in the Scope of Services proposed herein:

- » Boundary Survey Document
- » Traffic studies and capacity analysis.
- » Environmental and soil remediation services.
- » Wetland delineation.
- » Permit fees.
- » NOI/NPDES Permit (assumed less than one acre of soil disturbance)
- » Preparation of easements and/or right-of-way documents outside of those listed above.
- » Easement Agreement and property owner coordination.
- » As-built survey
- » Construction engineering.
- » Contract management.
- » Construction staking.
- » IEPA planning approval
- » IEPA Loan Application
- » Geotechnical investigation.
- » Winnebago County Highway Department coordination.

***Any of the above services can be performed as an additional cost to the project.*

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

Topographic Survey	\$ 9,400
Permanent Utility Easement	\$ 1,900
Water Main Extension Design	\$ 23,900
Permitting - IEPA	\$ 8,400
Bidding Documents & Bidding Services	\$ 4,900

Project Total \$ 48,500

August 21, 2023
Mr. Frank Eubank, Village of Winnebago
Proposal for Clayton Court Water Main Looping
Page 4

AUTHORIZATION

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

As always, Fehr Graham is willing to commit the necessary resources to this project to provide timely and competent solutions to assure that this project moves forward. We look forward to working with you on this project. In the interim, should you have any questions regarding this proposal, please feel free to contact me at this office.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Seth W. Gronewold', is written over a horizontal line.

Seth W. Gronewold, PE
Principal

SWG:adn

Enclosure –
Map

N:\Proposals\2023\Seth Gronewold\Winnebago, Village of\Clayton Court WM Looping\Clayton Court Water Main Looping Proposal.docx

Client Franklin Eubank, Jr.
Village of Winnebago
108 West Main Street
Winnebago, IL 61088

815.335.2020

Description of Services:

Village of Winnebago - Clayton Court Water Main Looping - Winnebago, IL

Fehr Graham is pleased to provide you with this proposal for professional services associated with the above-referenced project in the Village of Winnebago. Our understanding is that the Village of Winnebago would like to construct a new water main from the western extents of Soper Street to Clayton Court in order to appropriately loop the water distribution system and improve existing fire flow conditions. This route will require jack and bore installation of water main underneath creek crossings. It is

COST:

The fixed fee for performing the above services is \$48,500.00

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:

Signature

Name

Title

Date Accepted

CONSULTANT:

By

Name

Title

Date Proposed



Seth W. Gronewold

Principal

August 18, 2023

23-1378

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
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 the intended purpose 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 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. 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.

19. 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.
20. 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.
21. Provision Severable – The unenforceability or invalidity of any provisions hereof shall not render any other provisions herein contained unenforceable or invalid.
22. 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 Church and Goodling Street Watermain Looping Bid Acceptance Committee or Board Village Board

BUDGET IMPACT

Amount:	\$17,900.00	Budgeted:	Yes
List what fund:	51-44-534		

EXECUTIVE SUMMARY

Approved in 2024 with the approval of Fehr Graham Task Order 22-837, the Church Street and Goodling Street Water Main Looping Project includes engineering and construction observation, as outlined in the 2024 O/M Budget. This project required easement acquisition and is now prepared to move into the bidding and construction phase.

To date, Fehr Graham has completed the project design, which will eliminate two dead-end water mains, replace two fire hydrants, improve water quality, and potentially double fire flow capacity while ensuring compliance with IEPA - required minimum residual water pressure during fire flows. This item is before the board as the project has now extended into FY 2025, and previously approved funds will be expended in 2025 upon project award. This item will be before the Village Board for formal acceptance of bids before proceeding with construction.

ATTACHMENTS (PLEASE LIST)

Fehr Graham task order 22-837

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: 2/19/2025

August 23, 2024

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

**RE: Village of Winnebago – S Church St & S Goodling St Water Main Looping
22-837 - Additional Services**

Dear President Eubank,

Please accept this proposal for additional professional services for the above-referenced project. The following outlines the additional services and the associated fees.

Fehr Graham will provide professional services pertaining to construction engineering for work associated with the below scope items:

SCOPE OF SERVICES

- » Bidding Documents and Services
 - Fehr Graham will prepare bidding documents and opinion of probable cost, advertisement of bid documents via QuestCDN, issuance of addendums, evaluation of bids, and recommendation of Contract award to the Village Board. This shall also include the coordination and attendance for one (1) pre-bid conference
- » Construction Observation
 - Fehr Graham will provide full-time construction observation services, confirm products delivered to the site, provide construction layout services (water main, valve, and hydrant locations only), and review and confirm construction quantities for payment, as necessary. Fehr Graham will assist, as necessary, to provide support throughout the entirety of the project. Should actual conditions in the field result in the Contractor's request for a change in the contract time, scope, or contract cost for the project, Fehr Graham staff will be involved in the discussions related to any proposed change prior to authorization of change orders. At the conclusion of the project, Fehr Graham will create as-built plans for the Village to use for record and future reference. Fehr Graham will also assist in securing Illinois Environmental Protection Agency (EPA) operating permits for the installed water main. This scope assumes 60 hours of on-site observation.
- » Contract Management
 - As part of this work, Fehr Graham will also prepare contract documents, conduct one (1) pre-construction meeting, complete shop drawing reviews and approvals, prepare documentation of pay quantities, review Contractor provided payrolls as required by the contract documents, review and prepare progress and final pay requests, and complete the project close-out documentation. Further, all field measurements, records, and photo documentation of the proposed improvements will be summarized and provided for permanent record.

FEE SCHEDULE

At this time, Fehr Graham is prepared to complete the scope of work as detailed above in accordance with the following schedule of fees:

Bidding Documents and Services	\$3,800 (Lump Sum)
Construction Observation	\$11,800 (Time and Materials)*
Contract Management	<u>\$2,300 (Time and Materials)</u>
Total	\$17,900

**Note: Construction observation numbers are based on 60 hours of on-site observation for the water main replacement. Should additional contract time be needed by the Contractor, additional compensation will be required.*

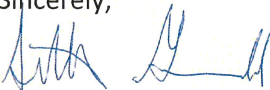
EXCLUSIONS

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

- » Additional design engineering for improvements beyond the scope of the S Church St and S Goodling St water main improvements plans and specs.
- » Construction layout outside of water main, water valves, and hydrant staking.
- » Right-of-way permitting.
- » Geotechnical investigation.
- » Lead service line replacement coordination.
- » Easements and right-of-way acquisition coordination.
- » Material testing (i.e., concrete testing, aggregate base course density testing, Hot-Mix Asphalt density testing).
- » Bacterial testing related to Illinois EPA operating permitting.

We appreciate the opportunity to provide you with this proposal and trust that the information we have provided is in line with your expectations. Please sign the authorization line below to include this proposed scope and fee in the existing contract (Fehr Graham Project 22-837) and the associated terms and general conditions. If you should have any questions, please do not hesitate to contact me.

Sincerely,



Seth Gronewold, PE
Principal

SWG:adn

Authorization:

_____ Date: _____



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: 2/19/2025

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

June 27, 2024

Mr. Chad Insko – Village of Winnebago

Village of Winnebago – Rebuild Illinois Public Infrastructure Grant Additional Services

Page 2

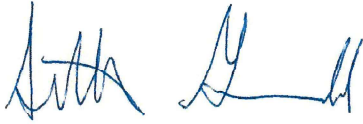
Section 18. Item #d.

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,

A handwritten signature in blue ink, appearing to read 'Seth Gronewold', with a stylized flourish at the end.

Seth Gronewold, PE
Principal

SWG:adn

Enclosure –
Agreement for Professional Services

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.

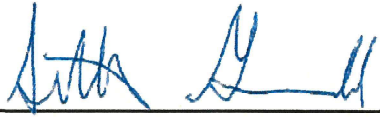
COST:

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	<u></u>	By	<u></u>
Name	<u>Franklin J. Eubank, Jr.</u>	Name	<u>Seth W. Gronewold</u>
Title	<u>Village President</u>	Title	<u>Principal</u>
Date Accepted	<u>July 16, 2024</u>	Date Proposed	<u>June 27, 2024</u>
			24-1255

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)' 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 the scope 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) submitted 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 2025 Appropriations Committee or Board Board

BUDGET IMPACT

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

EXECUTIVE SUMMARY

The Village of Winnebago is presenting its annual Appropriations Ordinance for approval, which establishes the legal spending authority for all municipal funds in the upcoming fiscal year. This ordinance includes nearly \$5,800,000.00 in municipal spending, covering essential services, capital projects, and operational costs across multiple funds, including but not limited to the General Fund, Community Development Fund, and Operations & Maintenance Fund. While the ordinance sets the maximum legal spending authority, the Village is permitted to expend up to 125% of each line item if necessary. However, this flexibility is for unforeseen expenditures/emergencies or additional revenues and is not intended to be utilized in normal operations. The Village remains committed to prudent financial management, ensuring that expenditures remain within reasonable and responsible limits.

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

ATTACHMENTS (PLEASE LIST)

Draft Appropriations Ordinance

ACTION REQUESTED

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

MOTION: I MAKE A MOTION TO APPROVE ORDINANCE 2025-__, AN ORDINANCE APPROPRIATING FOR ALL CORPORATE PURPOSES OF THE VILLAGE OF WINNEBAGO, WINNEBAGO COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2025 AND ENDING ON DECEMBER 31, 2025

Staff: Joey Dienberg, Village Administrator Date: 2/19/2025
Dana Novinson, Village Treasurer

ORDINANCE NO. 2025-

**AN ORDINANCE APPROPRIATING FOR ALL CORPORATE PURPOSES OF
THE VILLAGE OF WINNEBAGO, WINNEBAGO COUNTY, ILLINOIS, FOR
THE FISCAL YEAR BEGINNING JANUARY 1, 2025 AND ENDING ON
DECEMBER 31, 2025**

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

SECTION 1: The following sums of money, or as much thereof as may be authorized by law, as may be needed or deemed necessary to defray all expenses and liabilities of the Village, be and are appropriated for the Corporate purpose and objects of said Village hereinafter specified for the fiscal year commencing on the 1st day of January, 2025, and ending on the 31st day of December, 2025.

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

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

2025 Appropriation Summary

	Fund	Appropriation
01	General Fund	3,012,510.00
15	Motor Fuel Tax Fund	562,500.00
17	Community Development Fund	259,324.53
24	Strategic Reserves Fund	37,500.00
51	Operations & Maintenance Fund	3,352,612.15
90	Village Events (4th of July) Fund	22,812.50
Total Appropriation		7,247,259.18

Fund 01	DEPT 41 ADMIN	Budget	Appropriation
01- 41-421	OFFICE SALARIES	36,500.00	45,625.00
01- 41-426	DEPUTY CLERK	41,000.00	51,250.00
01- 41-427	TREASURER	54,600.00	68,250.00
01- 41-429	VILLAGE ADMINISTRATOR	31,563.00	39,453.75
01- 41-431	ELECTED OFFICIALS	33,600.00	42,000.00
01- 41-451	HEALTH INSURANCE	9,391.85	11,739.81
01- 41-452	HEALTH INS. DEDUCTIBLE REIMBUR	2,000.00	2,500.00
01- 41-453	IDES/UNEMPLOYMENT INSURANCE	400.00	500.00
01- 41-461	ADM SOCIAL SECURITY	12,500.00	15,625.00
01- 41-463	ADM MEDICARE	3,000.00	3,750.00
01- 41-465	IMRF BENEFITS	14,000.00	17,500.00
01- 41-512	OFFICE & COMPUTER EQUIPMENT	8,000.00	10,000.00
01- 41-521	WINGIS	900.00	1,125.00
01- 41-529	IT SERVICES	14,100.00	17,625.00
01- 41-530	PROFESSIONAL FEES/MISC	14,000.00	17,500.00
01- 41-531	AUDIT	28,700.00	35,875.00
01- 41-532	ENGINEERING	6,200.00	7,750.00
01- 41-533	LEGAL	27,500.00	34,375.00
01- 41-551	POSTAGE	875.00	1,093.75
01- 41-552	TELEPHONE & INTERNET	4,100.00	5,125.00
01- 41-554	PUBLISHING/ADVERTISEMENTS	1,100.00	1,375.00
01- 41-560	EMPLOYEE WELFARE	750.00	937.50
01- 41-561	DUES/MEMBERSHIPS/SUBSCRIP	2,285.00	2,856.25
01- 41-562	TRAVEL EXPENSES	1,000.00	1,250.00
01- 41-563	TRAINING/TUITION	2,610.00	3,262.50
01- 41-564	CONFERENCES	9,460.00	11,825.00
01- 41-565	CIVIC WEBSITE	8,400.00	10,500.00
01- 41-566	CODIFICATION OF ORDINANCES	25,000.00	31,250.00
01- 41-593	EQUIP/SOFTWARE MAINT/LEASE	29,000.00	36,250.00
01- 41-594	IML/RENEWAL CONTRIBUTION	9,900.00	12,375.00
01- 41-653	BUILDING WATER USAGE	400.00	500.00

01- 41-658	MISC. EXPENSES	300.00	375.00
01- 41-659	OFFICE SUPPLIES	8,000.00	10,000.00
01- 41-660	PRINTING	500.00	625.00
01- 41-661	OFFICE MAINTENANCE	6,000.00	7,500.00
01- 41-702	PROPERTY TAX REFUNDS	950.00	1,187.50
01- 41-832	CONTINGENCY	11,050.51	13,813.14
01- 41-950	Bank Fees	300.00	375.00

TOTAL GENERAL ADMINISTRATIVE		459,935.36	574,919.20
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Fund 01	DEPT 42 PUBLIC WORKS	Budget	Appropriation
01- 42-423	PART-TIME WAGES	3,500.00	4,375.00
01- 42-424	SUPERVISOR STREETS/FLEETS	69,498.91	86,873.64
01- 42-428	PUBLIC WORKS WAGES	104,500.00	130,625.00
01- 42-451	HEALTH INSURANCE	20,836.92	26,046.15
01- 42-452	HEALTH INS. DEDUCTIBLE REIMBUR	3,000.00	3,750.00
01- 42-453	IDES/UNEMPLOYMENT INSURANCE	375.00	468.75
01- 42-461	ADM SOCIAL SECURITY	11,225.00	14,031.25
01- 42-463	ADM MEDICARE	2,700.00	3,375.00
01- 42-465	IMRF BENEFITS	14,750.00	18,437.50
01- 42-470	Uniforms	1,500.00	1,875.00
01- 42-511	MAINT. SERVICE-BUILDING	20,000.00	25,000.00
01- 42-512	OFFICE & COMPUTER EQUIPMENT	2,250.00	2,812.50
01- 42-513	MAINT. SERVICE-VEHICLES	15,000.00	18,750.00
01- 42-514	MAINT. SERVICE-STREET	100,500.00	125,625.00
01- 42-515	MAINT. SERVICE-SIDEWALKS	50,000.00	62,500.00
01- 42-518	MAINT. SERVICE -EQUIPMENT	20,000.00	25,000.00
01- 42-520	STREET PROJECT	240,000.00	300,000.00
01- 42-521	WINGIS	1,000.00	1,250.00
01- 42-529	IT SERVICES	500.00	625.00
01- 42-530	PROFESSIONAL FEES/MISC	1,000.00	1,250.00
01- 42-532	ENGINEERING	24,000.00	30,000.00
01- 42-535	TREE REMOVAL/TRIMMING	8,000.00	10,000.00
01- 42-552	TELEPHONE & INTERNET	4,500.00	5,625.00
01- 42-576	COM ED / STREET LIGHTS	42,000.00	52,500.00
01- 42-594	IML/RENEWAL CONTRIBUTION	13,200.00	16,500.00
01- 42-599	STORM WATER MAINTENANCE	9,500.00	11,875.00
01- 42-651	OPERATING SUPPLIES/MISC. EXPEN	5,000.00	6,250.00
01- 42-655	FUEL/GREASE/OIL	17,000.00	21,250.00
01- 42-659	OFFICE SUPPLIES	350.00	437.50
01- 42-830	SMALL EQUIP. PURCH OR RENTAL	5,000.00	6,250.00
01- 42-831	LARGE EQUIP. PURCHASE-FIXED AS	80,000.00	100,000.00

TOTAL STREET DEPARTMENT	890,685.83	1,113,357.29
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Fund 01	DEPT 43 POLICE	Budget	Appropriation
01- 43-422	POLICE CHIEF	109,000.00	136,250.00
01- 43-423	PART-TIME OFFICERS	12,600.00	15,750.00
01- 43-424	FULL-TIME OFFICERS	353,948.05	442,435.06
01- 43-425	POLICE OVERTIME	18,000.00	22,500.00
01- 43-427	SCHOOL RESOURCE OFFICER	81,158.00	101,447.50
01- 43-451	HEALTH INSURANCE	117,315.76	146,644.70
01- 43-452	HEALTH INS. DEDUCTIBLE REIMBUR	3,000.00	3,750.00
01- 43-453	IDES/UNEMPLOYMENT INSURANCE	850.00	1,062.50
01- 43-461	ADM SOCIAL SECURITY	35,600.00	44,500.00
01- 43-463	ADM MEDICARE	8,200.00	10,250.00
01- 43-465	IMRF BENEFITS	47,000.00	58,750.00
01- 43-470	QUARTERMASTER/UNIFORMS	6,500.00	8,125.00
01- 43-471	VESTS	1,000.00	1,250.00
01- 43-512	OFFICE & COMPUTER EQUIPMENT	11,600.00	14,500.00
01- 43-513	IGA-RECORDS MANAGEMENT SFTWRE	5,434.00	6,792.50
01- 43-514	A/V COMMUNICATIONS	22,800.00	28,500.00
01- 43-516	POLICE GARAGE MAINTENANCE	2,000.00	2,500.00
01- 43-520	SQUAD CAR MAINTENANCE (ALL)	10,000.00	12,500.00
01- 43-521	WINGIS	400.00	500.00
01- 43-529	IT SERVICES	750.00	937.50
01- 43-530	PROFESSIONAL FEES/MISC.	1,700.00	2,125.00
01- 43-531	911 DISPATCH SERVICES	20,250.00	25,312.50
01- 43-533	LEGAL	12,000.00	15,000.00
01- 43-534	LEXIPOL	5,200.00	6,500.00
01- 43-540	NEW HIRE PHYSICAL/PSYCH EXAMS	1,300.00	1,625.00
01- 43-551	POSTAGE	250.00	312.50
01- 43-552	TELEPHONE & INTERNET	3,625.00	4,531.25
01- 43-553	CELL PHONES	4,200.00	5,250.00
01- 43-561	DUES/MEMBERSHIPS/SUBSCRIP	550.00	687.50
01- 43-562	TRAVEL EXPENSES	350.00	437.50
01- 43-563	TRAINING/TUITION	8,000.00	10,000.00
01- 43-593	EQUIP/SOFTWARE MAINT/LEASE	7,100.00	8,875.00
01- 43-594	IML/RENEWAL CONTRIBUTION	31,000.00	38,750.00
01- 43-653	POLICE GARAGE WATER USAGE	400.00	500.00
01- 43-655	FUEL/GREASE/OIL	18,000.00	22,500.00
01- 43-658	MISC. EXPENSES	2,000.00	2,500.00
01- 43-659	OFFICE SUPPLIES	300.00	375.00
01- 43-660	PRINTING	300.00	375.00
01- 43-830	SMALL EQUIP. PURCH OR RENTAL	30,586.00	38,232.50
01- 43-831	LARGE EQUIP. PURCH-FIXED ASSET	65,000.00	81,250.00

01- 43-950	Bank Fees	120.00	150.00
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TOTAL POLICE		1,059,386.81	1,324,233.51
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TOTAL GENERAL FUND EXPENDITURES		2,410,008.00	3,012,510.00
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Fund 15	MFT EXPENSE	Budget	Appropriation
15- 46-502	ENGINEERING - MFT	66,605.78	83,257.23
15- 46-850	MFT ROAD PROJECT	383,394.22	479,242.78
TOTAL MOTOR FUEL EXPENDITURES		450,000.00	562,500.00

Fund 17	COMMUNITY DEVEL. EXPENSE	Budget	Appropriation
17- 47-421	OFFICE SALARIES	16,329.62	20,412.03
17- 47-422	CODE ENFORCEMENT OFFICER	12,480.00	15,600.00
17- 47-423	BUILDING INSPECTOR	13,000.00	16,250.00
17- 47-424	ELECTRICAL INSPECTOR	4,500.00	5,625.00
17- 47-429	VILLAGE ADMINISTRATOR	31,500.00	39,375.00
17- 47-450	CODE ENFORCEMENT FINE COSTS	1,500.00	1,875.00
17- 47-451	HEALTH INSURANCE	300.00	375.00
17- 47-452	HEALTH INS. DEDUCTIBLE REIMBUR	2,000.00	2,500.00
17- 47-453	IDES/UNEMPLOYMENT INSURANCE .0075	200.00	250.00
17- 47-461	ADM SOCIAL SECURITY	3,300.00	4,125.00
17- 47-463	ADM MEDICARE	775.00	968.75
17- 47-465	IMRF BENEFITS	3,300.00	4,125.00
17- 47-512	OFFICE & COMPUTER EQUIPMENT	500.00	625.00
17- 47-529	IT SERVICES	350.00	437.50
17- 47-530	PROFESSIONAL FEES	3,000.00	3,750.00
17- 47-532	ENGINEERING	5,000.00	6,250.00
17- 47-533	LEGAL	13,000.00	16,250.00
17- 47-561	DUES/MEMBERSHIPS/SUBSCRIP	4,000.00	5,000.00
17- 47-576	COM ED **	900.00	1,125.00
17- 47-593	EQUIP/SOFTWARE MAINT/LEASE	3,800.00	4,750.00
17- 47-658	MISC. EXPENSES	2,200.00	2,750.00
17- 47-659	OFFICE SUPPLIES	300.00	375.00
17- 47-660	PRINTING	1,200.00	1,500.00
17- 47-701	COMMUNITY DEVELOPMENT	13,000.00	16,250.00
17- 47-800	Maintenance Service Parks	3,425.00	4,281.25
17- 47-900	PRESIDENTIAL CONTINGENCY	1,200.00	1,500.00
17- 47-911	COMMUNITY EXPENSES	5,000.00	6,250.00
17- 47-912	COMMUNITY PROJECTS	4,000.00	5,000.00

17- 47-950	Bank Fees/Charges	2,400.00	3,000.00
17- 47-959	TRANSFER OUT	15,000.00	18,750.00
17- 47-998	Development Escrow Refund	40,000.00	50,000.00
TOTAL COMMUNITY DEVELOPMENT EXPENDITURES		207,459.62	259,324.53

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

Fund 51	O & M EXPENSE	Budget	Appropriation
51- 44-421	OFFICE SALARIES	96,000.00	120,000.00
51- 44-423	PART-TIME WAGES	7,200.00	9,000.00
51- 44-426	DIRECTOR PUBLIC WORKS	81,727.61	102,159.51
51- 44-428	PUBLIC WORKS WAGES	101,000.00	126,250.00
51- 44-429	VILLAGE ADMINISTRATOR	31,468.50	39,335.63
51- 44-451	HEALTH INSURANCE	13,852.48	17,315.60
51- 44-452	HEALTH INS. DEDUCTIBLE REIMBUR	3,000.00	3,750.00
51- 44-453	IDES/UNEMPLOYMENT INSURANCE	700.00	875.00
51- 44-461	ADM SOCIAL SECURITY	20,000.00	25,000.00
51- 44-463	ADM MEDICARE	4,650.00	5,812.50
51- 44-465	IMRF BENEFITS x .0837	26,000.00	32,500.00
51- 44-470	Uniforms	1,500.00	1,875.00
51- 44-512	OFFICE & COMPUTER EQUIPMENT	5,000.00	6,250.00
51- 44-519	MAINTENANCE SERVICE - EQUIPTME	35,000.00	43,750.00
51- 44-521	WINGIS	2,000.00	2,500.00
51- 44-529	IT SERVICES	1,000.00	1,250.00
51- 44-530	PROFESSIONAL FEES/MISC	750.00	937.50
51- 44-532	ENGINEERING	128,000.00	160,000.00
51- 44-533	CELLULAR METER MONTHLY FEES	14,500.00	18,125.00
51- 44-534	LEGAL	2,000.00	2,500.00
51- 44-540	PRE-EMPLOYMENT PHYSICAL	340.00	425.00
51- 44-541	METER UPGRADE	10,000.00	12,500.00
51- 44-542	WATER UPGRADE	750,000.00	937,500.00
51- 44-543	ALARM SYS./TELEPHONE/INTERNET	7,500.00	9,375.00
51- 44-544	IEPA LOAN -WATER TOWER	97,940.00	122,425.00
51- 44-551	POSTAGE	11,000.00	13,750.00
51- 44-552	CELL PHONES	2,400.00	3,000.00
51- 44-554	PUBLISHING/ADVERTISEMENTS	1,200.00	1,500.00
51- 44-561	DUES/MEMBERSHIPS/SUBSCRIP	900.00	1,125.00
51- 44-562	TRAVEL EXPENSES	300.00	375.00

51- 44-563	TRAINING/TUITION	2,625.00	3,281.25
51- 44-571	NI GAS / WELLS	2,400.00	3,000.00
51- 44-573	GARBAGE	235,000.00	293,750.00
51- 44-576	COM ED **	25,000.00	31,250.00
51- 44-579	WATER ANALYSIS	4,250.00	5,312.50
51- 44-580	EPA PERMIT FEES	2,000.00	2,500.00
51- 44-593	EQUIP/SOFTWARE MAINT/LEASE	30,200.00	37,750.00
51- 44-594	IML/RENEWAL CONTRIBUTION	19,132.00	23,915.00
51- 44-651	OPERATING SUPPLIES/MISC. EXPEN	52,000.00	65,000.00
51- 44-653	BUILDING WATER USAGE	1,250.00	1,562.50
51- 44-655	FUEL/GREASE/OIL	17,000.00	21,250.00
51- 44-656	CHEMICALS	8,250.00	10,312.50
51- 44-658	Misc Expenses	200.00	250.00
51- 44-659	OFFICE SUPPLIES	3,000.00	3,750.00
51- 44-660	PRINTING	1,500.00	1,875.00
51- 44-702	FOUR RIVERS SAN. AUTH. IGA	421,606.70	527,008.38
51- 44-703	RECAPTURE FEES	18,000.00	22,500.00
51- 44-829	ROCK 39 EQUIPMENT PURCHASES	5,000.00	6,250.00
51- 44-830	SMALL EQUIP. PURCHASE OR RENTA	11,000.00	13,750.00
51- 44-831	LARGE EQUIP. PURCHASE-FIXED AS	78,500.00	98,125.00
51- 44-833	CONTINGENCY	1,647.43	2,059.29
51 44-950	Bank Fees	25,600.00	32,000.00
51- 44-951	DEPRECIATION EXPENSE	260,000.00	325,000.00

TOTAL OPERATIONS & MAINT. EXPENDITURES	2,682,089.72	3,352,612.15
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Fund 90	EVENTS EXPENSE	Budget	Appropriation
90- 48-658	MISC EXPENSES	150.00	187.50
90- 48-916	FIREWORKS	18,100.00	22,625.00
TOTAL EVENTS EXPENDITURES		18,250.00	22,812.50

Total All Funds	5,797,807.34	7,247,259.18
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SECTION 4: If any section, subdivision, or sentence of this ordinance shall for any reason be held invalid or unconstitutional, such decision shall not affect the validity of the remaining portion of the ordinance.

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

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

ADOPTED this _____ day of _____, 2025, pursuant to a roll call vote by the Board of Trustees of the Village of Winnebago, Winnebago County, Illinois.

AYES:

NAYS:

ABSENT:

APPROVED this _____ day of _____, 2025

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

ATTEST:

Sally Jo Huggins, Village Clerk (seal)

PASSED: _____

APPROVED: _____

FILED: _____

Ordinance itself prepared by: Attorney Mary J. Gaziano, Village Attorney



Agenda Item Executive Summary

Item Name	Authorization of Expenditures and Audit Agreement with Benning Group LLC	Committee or Board	Village Board
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BUDGET IMPACT

Amount: \$27,300 (2024), \$28,700 (2025)

Budgeted: Yes

List what fund: \$27,300: 01-41-531 (Audit)

EXECUTIVE SUMMARY

The Village of Winnebago requires an audit of its financial statements for the fiscal year ending December 31, 2024, and subsequent years. The Benning Group LLC has been proposed to conduct the audits for the fiscal years 2024, and 2025 as outlined in their engagement letter dated February 3, 2025. The audit fees for these years are proposed at, \$27,300, and \$28,700, respectively, with additional fees for services outside the scope of the audit.

ATTACHMENTS (PLEASE LIST)

Resolution, Engagement letter from Benning Group LLC, Audit proposal for 2024, and 2025

ACTION REQUESTED

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

MOTION: I MOVE TO APPROVE RESOLUTION 2025-__R, A RESOLUTION AUTHORIZING THE EXPENDITURE FOR AUDIT SERVICES WITH BENNING GROUP LLC AND AUTHORIZING THE VILLAGE ADMINISTRATOR OR DESIGNEE TO EXECUTE ANY AGREEMENTS NECESSARY FOR THE AUDIT.

Staff: Dana Novinson, Village Treasurer

Date: 02/19/25

RESOLUTION NO. 2025- _____

A RESOLUTION AUTHORIZING EXPENDITURES AND AUTHORIZING THE VILLAGE ADMINISTRATOR, TREASURER, OR THEIR DESIGNEES TO EXECUTE ANY AGREEMENTS NECESSARY FOR THE AUDIT

WHEREAS, the Village of Winnebago (the "Village") requires an audit of its financial statements for the fiscal year ending December 31, 2024, and subsequent years; and

WHEREAS, the Benning Group, LLC has been proposed to conduct the audit as outlined in their engagement letter dated February 3, 2025, (see attached Exhibit "A")

WHEREAS, the audit fee for the fiscal year 2024 has been proposed at \$27,300, subject to conditions specified in the engagement documents; and

WHEREAS, additional fees may be incurred for services outside the scope of the audit, and for and for additional time required for the proper completion of the audit.

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

SECTION I – Authorization of Expenditures

The Village is hereby authorized to expend funds for the audit services as proposed by the Benning Group, LLC, including the audit fees of \$27,300 for the fiscal year 2024, and any additional fees as necessary for supplementary audit services. Irrespective of the above, Village shall only be bound to contract for fiscal year 2024 audit, per this resolution, as confirmed in letter dated June 10, 2024, Exhibit "B" attached hereto consisting of a confirmation letter from Benning Group, LLC.

SECTION II - Execution of Agreements

The Village Administrator, Treasurer, or their designees are hereby authorized to execute any agreements, engagement letters, or necessary documents with Benning Group, LLC for the purpose of conducting the audit for the fiscal years 2024.

SECTION III - Effective Date

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

APPROVED BY: _____

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:** _____



BENNING GROUP, LLC

CERTIFIED PUBLIC ACCOUNTANTS

www.BenningGroup.com

February 3, 2025

Village of Winnebago
Franklin Eubank, Village President
108 W. Main Street
Winnebago, IL 61088

Dear Frank:

We are pleased to confirm our understanding of the services we are providing to the Village of Winnebago (Village) for the year ended December 31, 2024.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the Village of Winnebago as of and for the year ended December 31, 2024. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A) to supplement the Village's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Village's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). This information is the responsibility of management. These limited procedures will primarily consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary comparison information (major funds).
- 3) Schedule of Changes in the Net Pension Liability and Related Ratios.
- 4) Multiyear Schedule of Contributions for the Illinois Municipal Retirement Fund.
- 5) Notes to Schedule of Contributions for the Illinois Municipal Retirement Fund.
- 6) Notes to Required Supplementary Information.

50 W. Douglas Street, Suite 300
Freeport, Illinois 61032
(815) 235-3157
Fax (815) 235-3158

6815 Weaver Road, Suite 300
Rockford, Illinois 61114
(815) 316-2375
Fax (815) 316-2389

1809 10th Street
Monroe, Wisconsin 53566
(608) 325-5035
Fax (608) 328-2843

We have also been engaged to report on supplementary information other than RSI that accompanies the Village's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements, or in a separately issued report:

- 1) Combining Statements for Nonmajor Governmental Funds.
- 2) Schedule of Revenues, Expenditures, and Changes in Fund Balances – Budget and Actual (for the non-major funds).
- 3) Illinois Grant Accountability and Transparency Act – Consolidated Year-End Financial Report

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information:

- 1) Schedule of Detailed Revenues and Expenditures – Budget and Actual – General Fund
- 2) Schedule of Revenues, Expenses and Changes in Net Position – Budget to Actual – Enterprise Fund – Water Fund
- 3) Schedule of Assessed Valuations, Tax Rates, Extensions and Collections.
- 4) Schedule of Legal Debt Margin.

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to above when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements

are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures - Internal Control

We will obtain an understanding of the government and its environment, including internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risks of material misstatement as part of our audit planning:

- Management override of controls
- Lack of segregation of duties

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Village of Winnebago's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also prepare the financial statements of Village of Winnebago in conformity with accounting principles generally accepted in the United States of America based on information provided by you. We will also assist in preparation of the Illinois Comptroller's Annual Financial Report.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement and other services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statement preparation services and any other nonattest services we provide; oversee the nonattest services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period

presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

With regard to electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Engagement Administration, Fees, and Other

We understand that your employees will prepare confirmations we request and will locate any documents selected by us for testing.

We understand that the Village will provide us with the basic information required for our audit, including information specified in the listing of *Items Needed for the Audit* and that the Village is responsible for the accuracy and completeness of that information.

The audit documentation for this engagement is the property of Benning Group, LLC, and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to state agencies or their designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Benning Group, LLC personnel.

Furthermore, upon request, we may provide photocopies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. It is our policy to keep records related to this engagement for seven years. However, Benning Group, LLC does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by government or regulatory agencies.

Jenny L. Blocker is the engagement partner and is responsible for supervising the engagement and signing or authorizing another qualified firm representative to sign the audit report. We expect to begin our audit in May 2025, assuming the listing of items needed for the audit are prepared, and to issue our reports in preliminary form in June 2025. Final reports will be issued upon your approval of the preliminary drafts.

Our fees for these services are not expected to exceed \$27,300. The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. **The fees for our services are contingent upon the records of the Village being properly reconciled as of December 31, 2024; at a minimum, we will require bank reconciliations completed by the Village, a detailed listing of all receipts and expenditures for the fiscal year, and a summarized trial balance as of December 31, 2024.** There are several items which can significantly increase the time required to perform the engagement – 1) adjustments recorded after we are provided a trial balance at the commencement of the audit 2) lack of consistency of your key personnel who are involved with the engagement 3) lack of ready availability of your key personnel to respond to our questions and 4) not being ready with all requested items at the audit commencement which can lead to a temporary suspension of the audit. Should any of these situations be encountered, it will be necessary to increase our fees for the incremental time. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Services will be invoiced to you from time to time as work progresses. In accordance with Illinois Compiled Statutes, payments for all services are due within sixty days of receipt of an invoice. Invoices not paid within sixty days are subject to finance charges of 1% per month (12% annually).

If we elect to terminate our services for nonpayment, or other reasonable causes such as failure to provide the information or cooperation necessary for successful performance of our services, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Management may request that we perform additional services not contemplated by this engagement letter. If this occurs, we will communicate with management regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

If any dispute, controversy or claim arises in connection with the performance or breach of this agreement, either party may, on written notice to the other party, request that the matter be

mediated. Such mediation will be conducted by a mediator appointed by and pursuant to the Rules of the American Arbitration Association or such other neutral facilitator acceptable to both parties. Both parties will exert their best efforts to discuss with each other in good faith their respective positions in an attempt to finally resolve such dispute or controversy.

Each party may disclose any facts to the other party or the mediator which it, in good faith, considers necessary to resolve the matter. All such discussions, however, will be for the purpose of assisting in settlement efforts and will not be admissible in any subsequent litigation against the disclosing party. Except as agreed by both parties, the mediator will keep confidential all information disclosed during negotiations.

The mediation proceedings will conclude within sixty days from receipt of the written notice unless extended or terminated sooner by mutual consent. Each party will be responsible for its own expenses. The fees and expenses of the mediator, if any, will be borne equally by the parties.

You agree that our maximum liability to you for any negligent errors or omissions committed by us in the performance of the engagement will be limited to one times the amount of our fees for this engagement, except to the extent determined to result from our gross negligence or willful misconduct.

You acknowledge that as a condition of our agreement to perform an audit, you agree to the best of your knowledge and belief to be truthful, accurate, and complete in the representations you make to us during the course of the audit and in the representations provided to us at the completion of the audit.

Reporting

We will issue a written report upon completion of our audit of Village of Winnebago's financial statements. Our report will be addressed to the The Honorable President and Members of the Board of Trustees of the Village of Winnebago. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We appreciate the opportunity to be of service to the Village of Winnebago and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign and return it to us.

Very truly yours,



Jenny L. Blocker, CPA
Member

RESPONSE:

This letter correctly sets forth the understanding of the Village of Winnebago.

By: _____

Title: _____

Date: _____



BENNING GROUP, LLC

CERTIFIED PUBLIC ACCOUNTANTS

www.BenningGroup.com

June 10, 2024

Village of Winnebago
Frank Eubank, Village President
108 W. Main Street
Winnebago, IL 61088

Dear Frank,

As I've discussed with the board in previous years, the accounting and auditing industry has seen significant changes and challenges over the past few years. It seems that the pandemic served to accelerate many of these challenges; we've found that we are not immune to the staffing and technological changes ourselves here at Benning Group. As a result, we've been forced to analyze our audit engagements and make significant fee adjustments over the past 18 months.

The proposal letter I sent in April explained the fee increase in more detail, along with our fee proposal for the 2023, 2024, and 2025 audits. While the increase for the 2023 audit is quite substantial compared to prior years, we wanted to include fees for 2024 and 2025 as our commitment to the Village that this is truly a one-time adjustment.

For convenience, the 2023 engagement letter was provided with the fee proposal as well. As always, our engagement letters are the formal contracts for each year, and each year stands alone. Should the Village choose to explore other options for the audit, the three-year proposal is not binding in and of itself, but is simply a way for both of us to reach an understanding for future years.

Please feel free to let me know if you have any questions.

Very truly yours,

BENNING GROUP, LLC

Jenny L. Blocker, Partner



Agenda Item Executive Summary

Item Name Line-Item Transfers December 2024 Second Group 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:

- **Equip/Software/Maint/Lease: O/M** Software purchases were not budgeted high enough in 2024. The amount budgeted in the Equip/Software/Maint/Lease Line was not enough to cover the costs.

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: 02/19/25

Line Item Transfers as of December 2024

			2024		2024
			Budget	From	To
			Original	(Credit)	(Debit)
Fund 51	OPERATIONS & MAINTENANCE				
51- 44-593	Equip/Software/Maint/Lease		8,500.00		2,500.00
51- 44-542	Water Upgrade		744,500.00	2,500.00	
TOTAL COMMUNITY DEVELOPMENT			753,000.00	2,500.00	2,500.00