



# BOARD BRIEFS

## WEEKLY UPDATE FROM THE VILLAGE ADMINISTRATOR

**VOLUME 2025-9**  
**WEEK OF MAR 2**

The Police Department responded to 41 calls for service, filed 7 incident reports, issued 7 traffic citations and warnings, and made 1 arrest during the reporting period. Chief White completed 1 FOIA and responded to 1 Subpoena. Treasurer Novinson and Lt. Haff worked together to resolve technological issues regarding internet connectivity. Chief White submitted the monthly statistical data for the March 19, 2025, Board Meeting. A new vehicle upfitting company was contacted due to the retirement of the previous company that had been servicing the department's vehicles since 2015. An in-person meeting with the new company is scheduled for later this month. Officer Spelman remained active in the school district, addressing several student-related issues and preparing for the next ALICE training. The department cycled out some older non-chargeable police radio batteries and purchased new ones to maintain equipment readiness.

**POLICE**

Office staff facilitated the Zoning Board meeting on Tuesday, including the text amendment to allow body art establishments as a permitted or special permitted use and worked with Park Hills Church on their variance request to allow parking in the front or side yard. The Treasurer continued preparing for the audit, started bank reconciliations for February, and worked on preparing and uploading reports and documents for the auditors. The Treasurer also continued budget entry into the software. The Assistant Deputy Clerk completed zoning minutes, while the Deputy Clerk completed payroll and prepared for the upcoming technical staff meeting with the Development Team. The Village Administrator worked with NIU on any follow-up for the strategic planning workshop from Saturday, including drafting minutes, and discussed with the Director of Public Works a potential interested buyer and developer for village-owned property. The Administrator is working on obtaining an updated appraisal.

**OFFICE STAFF**

Public Works completed daily rounds for IEPA compliance, including data recording and water treatment for 6 deep water wells. The team conducted monthly IEPA-required bacti QA/QC samples for both the Village of Winnebago and Winnebago County Water District, along with additional IEPA and IDPH-required water samples for QA/AC. They completed 1 full and 1 partial salt circuit, 2 trash circuits, and routine wellhouse cleaning and maintenance. Public Works continued to work with the office on final meter topper swap outs and scheduling concerns, including door knocking and hanging 8 notices related to late utility payments. The team also conducted additional water main locates and re-marking related to Silo Fiber directional boring in the Village ROW, and cold patched after obtaining material from the quarry. They completed 10 Julie locates, including a large-scale outlay for the Silo fiber network, and delivered 8 door hangers for the water utility late payment process. Public Works conducted an emergency water service shut-off and repair, performed extensive vehicle and amenities clean-up post-salting, and repaired the toilet at the police garage. The team also delivered documents to cold storage, cleaned catch basins and storm drains in advance of heavy rains, and performed walking path maintenance from Meridian to Hoisington Roads, cleaning and sweeping all intersection approaches. Lastly, they replaced 1 meter and 1 meter topper and filled several sinkholes in roadways and right-of-ways caused by the freeze-thaw cycle.

**PUBLIC WORKS**