



BOARD BRIEFS

WEEKLY UPDATE FROM THE
VILLAGE ADMINISTRATOR

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The department addressed seven ordinance and parking complaints and responded to four snow-related issues. Due to illness, the Winnebago County Sheriff's Office covered village calls for service between 1800 on 12/02 and 0600 on 12/03. Officer Nichols assisted the FBI with a welfare check that originated via social media. Officers responded to crash-related incidents outside village limits during the snow emergency to support neighboring jurisdictions. A report was taken regarding a possible violation of a no-contact order related to snow placement; charges were declined by the State's Attorney, which led to further engagement with the reporting party. SRO Spelman and Lt. Haff participated in district-wide safety discussions focused on evacuation and reunification planning, including regional collaboration with the county's ESDA coordinator. Lt. Haff and Officer Mund met with a representative from the Illinois Law Enforcement Training and Standards Board, who confirmed full compliance with state training mandates and discussed statewide staffing shortages, noting the department is currently under recommended levels.

POLICE

The front office processed NSF adjustments, made resident contact, and removed accounts from the ACH batch. Business registration efforts continued, including spreadsheet updates, outbound calls to remind businesses of end-of-month deadlines, and follow-ups with non-responsive businesses. A snowbird letter was finalized and sent. Permitting activity was updated and tracked. End-of-year spreadsheet prep continued, including changes to the monthly billing binder. The Treasurer reviewed the PTell levy, worked on bank reconciliations, prepared for the MFT audit, continued work on the budget, met with Locis for follow-up items, and reviewed accounts payable checks. The Assistant Deputy Clerk prepared for the Board meeting, handled pre- and post-meeting tasks, revised labels for off-site storage, addressed vendor issues, and processed checks for the upcoming meeting. The Deputy Clerk supported meeting prep and provided backup across administrative functions. The Administrator attended and helped facilitate both Board and Zoning meetings, handled inquiries from businesses interested in opening or building out vacancies in town, engaged with a party interested in Village-owned property, and managed multiple personnel matters.

ADMINISTRATION

Staff completed daily IEPA-required rounds, including on-site inspections of six deep water wells, collection of ten QA/QC water samples, data logging, and SCADA system monitoring. Monthly IEPA-required bacti samples were collected from both the Winnebago potable water system and the Winnebago County water district and delivered to the certified lab. The monthly IEPA report was completed, along with additional state-required sampling for lead in schools and daycares and routine fluoride sampling. The team coordinated the relocation of flags from the Bago trailer to the city yard, completed wellhouse cleaning and maintenance, and conducted full snow fighting and salting operations, including after-hours and weekend response. Five JULIE locates were completed. Orientation and training continued for the new Public Works Assistant. Oversight and security were maintained at the Silo site. Salt from the bulk joint purchase was mixed and loaded. Winter prep and preventative maintenance were completed on the 2025 F350 service truck. Staff began moving snow stockpiles in preparation for future weather events. Rubber cutting edges were replaced on two 11' plows, and repairs were performed on Western snowplows post-event. After-hours response was required for an emergency water service leak. Batteries in speed control signs were replaced, and snow route training continued for the new employee.

PUBLIC WORKS