



# BOARD BRIEFS

## WEEKLY UPDATE FROM THE VILLAGE ADMINISTRATOR

**2024 VOLUME 13**  
**WEEK OF MAY 6**

Friday, May 10th, marked Chief Jeff White's 25th anniversary with the Village of Winnebago Police Department, congratulations Chief! The Police Department recorded 44 Calls for Service and generated 7 Incident Reports. Additionally, the department made 4 arrests and issued 12 Traffic citations and warnings. In terms of personnel updates, Daniel Nichols completed his policy and procedure review and all required training mandates. Officer McNeely will be attending Patrol Rifle Instructor training in the next couple of weeks. After completion, this training can be conducted in-house. Officer McNeely has also volunteered to complete the Certified School Resource Officer training as a secondary SRO if needed. Officer Cotter will be attending training to become an instructor in simulator scenario-based training. Chief White attended the Northwest Illinois Law Enforcement Executive's Association meeting.

**POLICE**

On Friday, Office Staff attended a demo with The Local Government Computer and Information Service (LOCiS). They are a software company that offers services for all of the financial programs that the village uses, including general ledger, payroll, etc. Staff will meet next week to discuss the demo and evaluate the cost versus our current vendor (inCode). Staff continued work on their 2025 Budgets. Attorney Gaziano and Village Administrator Dienberg met with Zoning Board Chairman Bill Emmert to discuss any necessary steps for Olson's Funeral Home, in their discussions of building a crematorium behind their building (Former Genandts). The Deputy Clerk and additional staff completed the Village Board packet earlier this week, and also posted the packet to the website. Treasurer Novinson prepared all financial documents for the Village Board Packet for the first time, and also continued to prep for the annual Audit, which is looking to begin at the end of the month. The Village Administrator also conducted another interview with a Village Board Member regarding the strategic plan, with one more scheduled soon.

**OFFICE STAFF**

Public Works completed two full mowing circuits. Additionally, and also handled 12 Julie locate tickets and executed two meter topper changeouts. We've also prioritized equipment maintenance, such as rebuilding a damaged fire hydrant top end and repairing a ruptured radiator hose on one of our dump trucks. PW staff also sharpened all mower blades and attended water operator training sessions, including taking the IEPA water operator exam for all of our staff. We also took proactive measures to prepare for storms, including small equipment prep and working with contractors to jet storm sewers and manually clean inlets post-storm. Additionally, we engaged in collaborative efforts with organizations like the Illinois Rural Water Association to stay updated on regulatory standards and enhance our operational efficiency. Additionally, staff ensured the maintenance of our recreational facilities, including the lighted diamonds and bathrooms.

**PUBLIC WORKS**



# **BOARD BRIEFS**

**WEEKLY UPDATE FROM THE  
VILLAGE ADMINISTRATOR**

**2024 VOLUME 14  
WEEK OF MAY 13**

Public Works continued with their regular schedule of two mowing circuits. Additionally, the team conducted weed spraying, covering 5 miles of prairie paths, bridges, and posts. Road edge maintenance was also completed. A new employee, Gage Offill, joined the team and started training. The entire team attended flagger training renewal through IML. Furthermore, they addressed 11 Julie requests and installed 2 meter toppers to enhance utility operations. Operations involving batwing equipment were carried out for road ditch and walking path maintenance. Sidewalk and curb removal projects were initiated on Benton St. and Heeren Dr. respectively. Additionally, the team conducted obnoxious weed grass removal work orders to ensure compliance with ordinances and completed mulch bed edging as part of the memorial park project.

**PUBLIC WORKS**

The Police Department responded to 67 Calls for Service and documented 6 Incident reports. They made 2 arrests and issued 19 Traffic citations and warnings. In 1962 President John F. Kennedy proclaimed May 15th of every year National Peace Officers Memorial Day to honor the ultimate sacrifice of those in law enforcement; The department took part in National Peace Officers Memorial Week, honoring the memory of those who made the ultimate sacrifice in the line of duty. Chief White and Sgt. Haff attended church services dedicated to local State, County, and Municipal Police Officers. Additionally, they participated in the annual Police Week Memorial breakfast, commemorating officers who lost their lives in the line of duty. SRO Spelman was nominated for the Chamber of Commerce's "Community Betterment Award," highlighting his commitment to community engagement and welfare. Similarly, Officer McNeely's nomination for the "One to Watch Award".

**POLICE**

Monday consisted of preparations for the Regular Monthly Village Board Meeting, and then regular items throughout the week following the board meeting. The front office handled daily receipting for all payment sources, managed permits and ordinance violations, processed service orders for real estate closings and additionally managed garage sale participants and resident complaints, and updated business registrations and issued certificates. The Village Treasurer continued working through reconciliations, and began working towards the annual audit. The Village Administrator on Wednesday met at the First Midwest Group offices to discuss future commercial and residential development on their properties within the Village of Winnebago. The Village Administrator additionally met with other individuals interested in developing properties in the village, sharing different programs and procedures the village currently has in place.

**OFFICE STAFF**



# BOARD BRIEFS

## WEEKLY UPDATE FROM THE VILLAGE ADMINISTRATOR

**2024 VOLUME 15**  
**WEEK OF MAY 20**

The front office successfully completed this month's billing cycle and is prepared to send the bills out early next week. The treasurer met with CPA Mark Olsen to begin preparing work papers for the 2023 Audit. Progress continues on the 2023 reconciliations, getting closer to completion. The Deputy Clerk and Administrative Assistant worked to prepare agendas and assisted staff in preparing packets for the upcoming Finance Committee and Community Development Committee Meetings. The Village Administrator met with Scott Olson from Olson Funeral Homes to discuss the operations of a crematory and their zoning process requirements. Additionally, the administrator attended an Admin Team meeting with the Village President, Clerk, and Deputy Clerk to discuss modifications to the Village Board Meeting Agenda Template structure, these changes will be introduced at the June Village Board Meeting.

**OFFICE STAFF**

This week, the Public Works department completed two full mowing circuits across the village. The team removed 140 feet of sidewalk in multiple locations within Resh Farms and completed meter readings and re-reads. Additionally, 18 Julie locate requests were handled, new basketball nets were installed at Greenlee Park, and a water service line was repaired. Memorial Park saw significant improvements with bed edging, grass seed installation, and mulch adjustments. The department also installed a new meter and toppler at a business on W Main St, turned on water service at the same location, and conducted a walkthrough for value engineering of the MFT project in the Meadows. A large chunk of the week consisted of clean-up from Tuesday evening's storms. This included brush pickup throughout the community for any limbs that came down at residences from the storm. Tuesday night after hours, the Public Works Director and Superintendent of Streets responded to storm-related power outages at wells and conducted clean-up of storm debris impacting roadways.

**PUBLIC WORKS**

The Police Department recorded 49 calls for service and wrote 6 incident reports. During this period, 3 arrests were made, and 17 traffic citations and warnings were issued. The department processed 4 Freedom of Information Act (FOIA) requests. Officer Cotter completed his instructor certification for the TI simulator, which will assist the department in keeping up to date with scenario-based mandated training. Officer McNeely will complete his police patrol rifle instructor certification on May 24, 2024, allowing the department to conduct this training in-house. The police department received notification from the Illinois Law Enforcement Training and Standards Board (ILETSB) that they have been awarded \$19,559 for the Camera Grant, which will reimburse some costs associated with implementing body-worn cameras and upgrading in-car video cameras. An application was submitted to the Illinois Law Enforcement Alarm System (ILEAS) for a less-lethal grant, which, if awarded, would cover costs for new Tasers. The State of Illinois has earmarked \$13,000,000 for this grant.

**POLICE**



# **BOARD BRIEFS**

**WEEKLY UPDATE FROM THE  
VILLAGE ADMINISTRATOR**

**2024 VOLUME 16  
WEEK OF MAY 27**

During the week, the Police Department recorded 67 calls for service, wrote 2 incident reports, made 4 arrests, and issued 10 traffic citations and warnings. They also processed 2 Freedom of Information Act (FOIA) requests. Officer Spelman transitioned to patrol operations during the summer school break. Chief White assisted the Village Administrator in updating county emergency management records.

**POLICE**

The Village Administrator met with an entrepreneur interested in a downtown project. The front office completed May billing and saw an increase in permits (20 in May), while also following up on code enforcement letters regarding high weeds. The Deputy Clerk managed payroll, processed three FOIA responses, and assisted with reconciliations. The Treasurer made progress on completing the 2023 reconciliations, continued on preparation for the audit, and also planned to meet with Mark Olson early next week to prepare to send reports to the auditors in the coming week. Additionally, staff assisted in the Community Development and Finance Committee Meetings, while also preparing the packet for the June Village Board Meeting.

**OFFICE STAFF**

The Public Works Department completed two full mowing circuits, continued storm clean-up of brush, and poured replacement concrete in Resh Farms sidewalks and concrete pads at Memorial Park for garbage can receptacles. They located all water service lines in the MFT project area for QA/QC of upcoming pavement replacement, conducted cold patching of potholes, handled 12 Julie locates, and performed heavy equipment maintenance. Additionally, they repaired a valve at the bulk water station, removed concrete forms, restored dirt and grass seed, addressed a sinkhole in the Greenlee Subdivision stormwater easement area, and received the new UTV to be shared between Police and PW. Director Insko assisted the Village Administrator in updating county emergency management records.

**PUBLIC WORKS**