

The Board of Trustees of the Village of Winnebago met in person April 8, 2024, 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 – MCKINNON – O’ROURKE -present; GRAHAM - LEFEVRE – PITNEY -absent

Guests in person: Attorney Mary Gaziano, Village Administrator Joseph Dienberg, Chief Jeff White, Sergeant Nick Haff, Public Works Director Chad Insko, Dana Novinson, and Robert Firch, attending remotely Fehr Graham Engineer Luke Ziegler

MR. MCKINNON made the motion, seconded by MR. ACKERMAN, to allow MR. LEFEVRE to participate and vote remotely from work if he has the opportunity to attend. The motion carried on a voice vote.

A quorum was established.

No conflict of interest was noted.

MRS. O’ROURKE removed item f.6. Finance Monthly Report from the Consent Agenda. MRS. O’ROURKE asked if the difference in the cash balance of the Sinking Fund (\$ 46,664 and \$42,026.57) the difference was the recorded interest. Village Administrator Dienberg stated that he confirmed with Mrs. Windgassen that it was the interest. MRS. O’ROURKE questioned 01-42-512 Maintenance -Vehicle Service which was at 69% of the budget. Public Works Director Insko stated that it was an unanticipated repair. Lastly, she also asked about the line 51-388 Misc. Revenue amount of \$15,600. Village Administrator Dienberg stated that it was for the sale of village property to Four Rivers Sanitation Authority and was recorded as Misc Revenue but may be reclassified by Temporary Treasurer Mark Olson upon his review.

#### **CONSENT AGENDA**

A motion was made by MR. GRAHAM, seconded by MR. ACKERMAN to approve the consent agenda as presented. The motion carried on a unanimous roll call vote.

- a. Approval of Board Trustees Meeting Minutes from March 11, 2024
- b. Minutes for the Public Hearing on March 20, 2024
- c. Minutes for the Public Hearing on March 11, 2024
- b. Approval of Line Items Transfers – Not needed
- c. Approval of Bills
  - i. \$5,000 and over \$69,984.24 (Checks dated 03/31/2024 \$17,735.24; Checks dated 04/08/2024 \$ 52,249.00)
  - ii. Under \$5,000 (Checks dated 03/31/2024 \$5,639.12; Checks dated 04/08/2024 \$28,553.92)
  - iii. Credit Card Reconciliation – February 2024
  - iv. Bank Reconciliation – In process
  - v. Treasurer’s Report placed on file for audit
- d. Administrative Reports
  - i. President’s Monthly Report
  - ii. Chief of Police Monthly Statistics Report
  - iii. Fehr-Graham – Engineering Report
  - iv. Code Enforcement & Building Officer Monthly Report
  - v. Public Works Monthly Water Usage and Production Reports
  - vi. Finance Monthly Report
  - vii. Village Administrator Monthly Report

## **PUBLIC COMMENT**

No one requested the opportunity to address the Board.

There were no questions from Trustees or Staff.

### **a. PUBLIC WORKS**

- i. A motion was made by MR. MCKINNON, seconded by MR. ACKERMAN to approve **2024-07R** A RESOLUTION APPROVING SIDEWALK MAINTENANCE SPENDING. Motion carried on the roll call vote of those present.
- ii. A motion was made by MR. MCKINNON, seconded by MRS. O'ROURKE to approve **the 2024-08R** A RESOLUTION APPROVING ENGINEERING FUNDS ALLOCATION FOR GIS ASSET DATA MAPPING GRANT EFFORT. Motion carried on the roll call vote of those present. Public Works Director Insko stated that the participation with Winnebago County for the completion of the GIS asset data mapping is a 20% local match of the applicable project cost. Winnebago County will prepare a resolution for those participating once they are notified of the grant award.

### **b. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE/PLANNING & ZONING/4<sup>TH</sup> OF JULY**

- i. The Electrical Inspector Agreement is currently on hold and will be discussed at the May 13, 2024, Board meeting.

### **c. POLICE COMMITTEE**

- i. MRS. O'ROURKE made the motion to approve Ordinance 2024-04 ORDINANCE FOR DECREASING SPEED LIMIT ON MCNAIR ROAD BETWEEN WESTFIELD AND FALCONER ROADS WITHIN CORPORATE LIMITS OF VILLAGE OF WINNEBAGO, ILLINOIS. MR. MCKINNON stated that those in Willingham Subdivision should have the opportunity to give input and feedback. Attorney Gaziano stated it is not required to have a Public Hearing; therefore, it would not need to be published. The Village can hold a Public Hearing if they choose and use social media and other means to notify the community. Chief White explained the traffic study which determines the need for a reduced speed, in the case of the Village an investigation was completed to recommend the change. MR. MCKINNON made the motion, seconded by MR. ACKERMAN to layover the ordinance to the May 13, 2024, Board meeting to give opportunity for the public to respond.

### **d. FINANCE COMMITTEE**

- i. A motion was made by MR. ACKERMAN to adopt the 2024-09R RESOLUTION FOR ADOPTION OF VEHICLE REPLACEMENT GUIDELINE EVALUATION FORM, seconded by MRS. O'ROURKE. Motion carried on a voice vote of those present.

### **d. ADMINISTRATION TEAM/CLERK**

- i. President Eubank reminded those who are required to submit a Statement of Economic Interest that the deadline to submit them is May 1, 2024.
- ii. Village Administrator Dienberg explained the overall plan to review the Employee Handbook and then presented the proposals provided in the packet regarding employee compensation and when raises will be applied. MR. MCKINNON suggested that more input is needed with more of the trustees present. Village Administrator Dienberg will gather input from the

trustees to be discussed at the next Committee of the Whole on May 13, 2024, following the Monthly Board meeting.

f. LIQUOR COMMISSION

**PRESIDENT**

- i. The recommendation for the Position of Village Treasurer will be discussed in the Closed Session.

**NEW BUSINESS**

President Eubank brought to the Board an item that will be discussed at the next Liquor Commission meeting. The item to be discussed is regarding pedal bus and allowing the consumption of alcohol while on a pedal bus. President Eubank introduced Rob Firch. Mr. Firch met with both President Eubank and Chief White regarding his proposal. Mr. Firch explained his plan for the pedal bus in the Village of Winnebago. He summarized the strictness of the rules to ensure a safe and enjoyable experience. A waiver will be required, and the routes within the village will be predetermined. No hard alcohol is permitted or sold, it is a bring-your-own beverage experience and can only be consumed while on the bike. The village does not need to approve the pedal bus, only the idea of having alcohol consumed while on the pedal bus. Village Administrator Dienberg will utilize Champaign, Illinois' ordinance as a template to prepare a document for the Village of Winnebago. Mr. Firch stated the guidelines for the pedal bus operator and will also forward the proposed waiver to Attorney Gaziano and trustees for their review.

- i. President Eubank asked if the trustees could let him know if they are not able to attend the planned meeting for the IML Self-Evaluation on June 17, 2024.
- ii. The Village Administrator explained the Strategic Plan Implementation roll-out. He asked for their input. The process is to get individual opinions and then set up the community survey. This will define the direction the Board would like to pursue. Mr. Dienberg stated this is to help determine the priorities for the Village of Winnebago.

President Eubank received the resignation of Trustee Graham effective April 18, 2024, as he will be deployed. He is interested in returning to the board when he returns in 2025. President Eubank also asked for recommendations for those who may be interested as a trustee.

Isaac Guerrero at NorthCog/Region1 Planning sent an email to President Eubank about the Illinois Bicycle Path Grant. President Eubank has forwarded this to the Village Administrator to get more information and to share this information with the Winnebago Park District as they can also apply.

President Eubank received a response from IEPA grant approving the project plan and the village is on the path to move forward.

Chief White requested that the UTV ordinance clarify the exclusion of golf carts. The current ordinance does not specify by definition or description the exclusion of golf carts. The intention was that golf carts would not be permitted. The Police Committee will address this matter.

President Eubank asked for a motion to go to Executive (Closed) Session to discuss the Village Treasurer. MRS. O'ROURKE made the motion, seconded by MR. MCKINNON. The motion carried on the voice vote

of those present. The meeting moved to Closed Session at 7:35 p.m. Village Administrator, and Deputy Clerk Symonds in place of Village Clerk Huggins, were also permitted to attend.

President Eubank and Trustees: ACKERMAN, MCKINNON, AND O'ROURKE returned from Closed Session at 7:56 p.m. with guests: Attorney Gaziano, Village Administrator Dienberg, and Dana Novinson in attendance with Deputy Clerk Symonds.

President Eubank made the appointment of Dana Novinson as Village Treasurer with a salary of \$65,000 per year and other terms as specified in the offer letter. There were no objections to the appointment. President Eubank signed the offer letter and extended it to her for her review, which is subject to a successful background check as stated in the letter.

A motion was made by MRS. O'ROURKE, seconded by MR. ACKERMAN to adjourn at 7:59 p.m. Motion carried a voice vote.

**UNAPPROVED**

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Kellie Symonds, Deputy Clerk  
In the absence of Village Clerk Huggins.