



BOARD BRIEFS

**WEEKLY UPDATE FROM THE
VILLAGE ADMINISTRATOR**

**2024 VOLUME 9
WEEK OF APRIL 8**

During this period, the Police Department documented 44 calls for service, generating 5 Incident Reports and resulting in 1 arrest. 13 Traffic citations and warnings were issued in this time. Chief White met with Chief Deputy Ciganek of the Winnebago County Sheriff's Department to strategize the next steps for the FLOCK Automated License Plate Reader (ALPR) Regional Cooperative. Additionally, the department responded to report requests from external agencies, including the Illinois Department of Children and Family Services (DCFS) and the Illinois Department of Financial and Professional Regulation (IDFPR), providing necessary reports for ongoing investigations. Staff also began researching information on Pedal Busses.

POLICE

Office tasks included drafting minutes for the Board Meeting, Committee of the Whole, and Closed Session, which were subsequently approved and posted on the website as applicable, along with resolutions. Additionally, an ordinance regarding the reduction of speed on McNair was prepared for posting on the website and LocalPublicNotices.org, inviting public input before the scheduled Public Hearing prior to the May Board Meeting. Staff also coordinated the promotion of the Public Hearing on social media platforms. Other responsibilities included preparing payroll for processing, facilitating the onboarding process for a new Treasurer, setting up computer access and permissions for new employees, participating in the installation of a new server, and reviewing Liquor and Gaming Applications to be reviewed by Attorney Gaziano. The Village Administrator and incoming treasurer attended a meeting with Baird Public Finance, to introduce different borrowing options for any future products. Village Administrator fielded various calls from developers, including one individual interested in the highlands development.

OFFICE STAFF

During this period, the Public Works department accomplished various tasks, which included flushing all 71 fire hydrants at the Winnebago County Water District, responding to an emergency call-out for the Village of Winnebago's SCADA system, completing 7 Julie requests, and performing 3 water service turn-ons, including seasonal ones for the School District and Park District, as well as one for a recent home sale. Additionally, the team replaced a pressure washer pump on a HURCO valve and vac trailer, prepared for and addressed a water outage related to a significant water main break at Cunningham and Benton streets, conducted repairs at the site, issued a boil order for affected areas, and replenished commodities depleted during the incident. They also activated water features at ball diamonds, conducted cold patching, initiated the seasonal equipment switch, finalized interviews for a Public Works Laborer position, and installed a portable water meter at Bel-Aire Dr. to facilitate seasonal bulk water sales.

PUBLIC WORKS



BOARD BRIEFS

**WEEKLY UPDATE FROM THE
VILLAGE ADMINISTRATOR**

**2024 VOLUME 10
WEEK OF APRIL 15**

Public Works initiated the mowing and weed-eating of all facilities and grounds, a three-day commitment requiring the efforts of two staff members. The Responsible Operator in Charge of the Department of Public Works attended a one-day American Water Works Association Water Conference in Peoria to stay updated on industry developments. Additionally, the department completed a water service line inventory and checklist, fulfilling regulatory requirements set by the IEPA. They also conducted regular maintenance, such as drug-lighting diamonds and t-ball fields twice a week, and addressed service orders related to meter toppers and obnoxious weeds. Furthermore, the team completed four Julie work orders and participated in a bid opening for the 2024 street project in the Meadows subdivision. The department also conducted tree clean-ups following a Thunderstorm, including chipping and debris removal.

PUBLIC WORKS

During this period, the Police Department responded to 58 Calls for Service and generated 9 Incident Reports. The department also made 4 arrests, with charges including possession of a controlled substance, reckless driving, possession of ammunition without FOID, fleeing to elude, resisting/obstructing a police officer, driving with a suspended/revoked license, illegal transportation of alcohol by a driver, cancelled/suspended registration, and retail theft. Additionally, 26 traffic citations and warnings were issued to enforce road safety. Chief White became a member of Fight Crime: Invest in Kids Council for a Strong America. Sergeant Haff also set up two new telephones in Village Hall.

POLICE

This week the office staff welcomed the arrival of the new Village Treasurer, Dana Novinson. Treasurer Novinson spent much of the week training and familiarizing herself with the village's funds and operations, including attending a finance committee meeting Wednesday. Following the migration of the server, office staff did have to work through many issues with software, resolving them throughout the week with the assistance of inCode and Rockford IT. Village Administrator Dienberg spoke with developers interested in Hotel Sites, as well as spending time working with Attorney Gaziano researching Pedal Buses. Administrator Dienberg also made progress on the strategic planning rollout, completing 3 more interviews with elected officials regarding their goals for the Village. He also attended a luncheon in Freeport with other Northern Illinois Managers/Administrators. Deputy Clerk Symonds processed payroll and assisted the front office and Treasurer in various training procedures.

OFFICE STAFF



BOARD BRIEFS

**WEEKLY UPDATE FROM THE
VILLAGE ADMINISTRATOR**

**2024 VOLUME 11
WEEK OF APR 22**

During this period, Public Works completed the comprehensive maintenance of all 235 village-owned fire hydrants, which involved acoustic leak checks, flushing, lubrication of cap threads, and other necessary repairs. Additionally, they responded to a large water main break in Clayton Court, addressing service saddles and a faulty hydrant installation, and conducted boil order protocols for the affected area. The team also managed spoils removal from the main break site, completed water meter reading and re-reads, and installed meter toppers. They addressed infrastructure issues such as unfinished sidewalks and restocked aggregate supplies. Furthermore, they facilitated the removal of temporary fencing from a downtown park and coordinated with Com-ed for the relocation of overhead lines and floodlights. Routine maintenance tasks, including mowing, were also completed, ensuring the upkeep of public spaces.

PUBLIC WORKS

The Police Department recorded 58 Calls for Service and generated 7 Incident Reports. They made 3 arrests in connection with various offenses. Additionally, 15 Traffic citations and warnings were issued to enforce road safety. The department received and is currently processing 1 FOIA request, ensuring transparency and compliance with legal requirements.

POLICE

Getting settled into her new role, Treasurer Novinson started working back on reconciliation, making good progress of familiarizing herself with the Village operation. Staff worked together to complete the final ARPA reporting, and will be submitting the report next week. The front office had their busy time of the month of getting billing out, and also worked with public works on all communication required for the water main break on Clayton Court, including the boil order. Also, communication began with Benning Group, the villages auditors, on setting up a date to get set for the audit. The Village Administrator also began the project of reviewing job descriptions to start the process of ensuring all job descriptions accurately describe jobs throughout the village. Deputy Clerk Symonds completed payroll, and began preparing the board packet for the upcoming village board meeting.

OFFICE STAFF



BOARD BRIEFS

WEEKLY UPDATE FROM THE VILLAGE ADMINISTRATOR

**2024 VOLUME 12
WEEK OF APRIL 29**

This week, staff prepared the May Board Packet, which will be posted early next week. Despite facing network issues, the front office staff successfully managed billing operations, ensuring everything was completed on schedule. The Deputy Clerk completed Liquor and Gaming Licenses on time and wrapped up payroll processing. Additionally, the front office finalized the annual water quality report for Public Works and made it accessible to residents through the website link on water bills. Tamber Babler, the current FurstStaffing temp, is doing very well learning our processes, thanks, in large part, to the great training of Stephanie King. Treasurer Novinson is becoming more familiar with village financial software and overall activities. Staff noted an increase in permit applications as the weather warmed up, including one for new residential home construction in the Willingham Subdivision. The Village Administrator hosted a budget kickoff meeting with department heads, identifying priorities for the 2025 budget, and set a timeline for all budget deadlines. Staff is looking to present the 2025 budget to the board in August.

OFFICE STAFF

The Public Works department completed IEPA-required sampling at both the Village of Winnebago and the Winnebago County Water District. Additionally, seasonal refueling of all emergency generators was completed to ensure preparedness for any unforeseen events. The team addressed 11 Julie tickets and conducted 2 meter topper change-outs. They also submitted required samples of QC fluoride to the IEPA and cleaned up storm debris, including heavy deposits at the Soper and Westfield outfall following Thunderstorms. Routine maintenance tasks, such as conducting full mowing circuits and diamond maintenance, were also accomplished. The team began weed spraying of facilities and rural route areas, initiated gravel restoration on rough drug walking paths disturbed by utility maintenance, and commenced tree trimming and removals to address safety concerns. They also completed regulatory sampling for Village-installed water mains after obtaining IEPA permits and actively participated in community events like the WCUSD "touch a truck" event.

PUBLIC WORKS

During this period, the Police Department remained active, responding to 62 Calls for Service and documenting 8 Incident Reports. They made 1 arrest and issued 25 Traffic citations and warnings to ensure road safety. Additionally, the department received and is currently processing 1 FOIA request. Chief White and Sergeant Haff participated in the Park Hills Church "Safety for Seniors" program. On 05/03/2024, the department engaged with the community by participating in the "Touch a Truck" program at Simon Elementary and Winnebago High School, fostering positive relationships with residents, especially children.

POLICE