

The Board of Trustees of the Village of Winnebago met in person November 11, 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 – KIM - LEFEVRE - PITNEY -present
MCKINNON attended remotely
SMITH - absent

Guests in person: Attorney Mary Gaziano, Village Administrator Joseph Dienberg, Chief Jeff White, Sergeant Nick Haff, Public Works Director Chad Insko, Treasurer Dana Novinson, Deputy Clerk Kellie Symonds, Fire Chief Loria, Charlie Cunningham, and Scott Olson; Luke Ziegler of Fehr Graham attend remotely.

A motion was made by MR. LEFEVRE, seconded by MR. KIM to allow Trustee MCKINNON to fully participate in the meeting as he is out of town on business. Motion carried on a voice vote.

A quorum was established.

No conflict of interest was noted.

9. PUBLIC COMMENT

No one requested the opportunity to address the Board.

8. CHANGES TO THE AGENDA

President Eubank requested that item 24a be moved up to after the consent agenda.

10. CONSENT AGENDA

A motion was made by MR. LEFEVRE, seconded by MR. KIM to approve the Consent Agenda items. Motion carried on a unanimous roll call vote of those present.

11. APPROVAL OF MINUTES:

- a. Approval of Board of Trustees Meeting Minutes from October 14, 2024

12. APPROVAL OF BILLS

- a. Approval of Invoices Presented for Payment - \$130,492.19
- b. Post-Board Packet bills for approval within 30 days of receipt, per Local Government Prompt Payment Act (50 ILCS 5051) – NONE

13. PRESIDENT

- b. Snowmobile Trail on Village Property

21. FINANCE COMMITTEE/REPORTS/REQUESTS

- a. Line-Item Transfer

24. ZONING COMMISSION/REPORTS/REQUESTS

- a. Zoning held a public hearing to gather public input on allowing a crematorium. Some people attended. Zoning recommended it be allowed with it not being visible, audible or expel odor and it was found that any of these exceptions would be rare. A motion was made by MR. LEFEVRE, seconded by MR. PITNEY to adopt Ordinance 2024-22 ORDINANCE GRANTING A SPECIAL USE PERMIT FOR A CREMATORY AT 602 N. ELIDA STREET, WINNEBAGO, ILLINOIS. Motion carried on a unanimous roll call vote of those present.

13. PRESIDENT

- a. The President's Report was included in the packet.

14. CLERK'S REPORT

- a. A motion was made by MR. LEFEVRE, seconded by MR. KIM to adopt the 2025 Meeting dates as presented. (see attached). Motion carried on a voice vote.

15. TREASURER'S REPORT

- b. The Treasurer's Report was included in the packet.

16. ADMINISTRATIVE REPORTS were included in the packet.

17. QUESTIONS FROM TRUSTEES/STAFF - There were no questions from Trustees or Staff

18. PUBLIC WORKS COMMITTEE/REPORT/REQUESTS

- a. A motion was made by MR. LEFEVRE, seconded by MR. ACKERMAN to adopt Resolution 2024-29R A RESOLUTION APPROVING CHANGE ORDER NO. 1 FOR THE 2024 MFT PROJECT. Motion carried on a unanimous roll call vote of those present.
- b. A motion was made by MR. LEFEVRE, seconded by MR. KIM to adopt Resolution 2024-30R A RESOLUTION APPROVING THE PAY APPLICATION NO. 2 FOR THE 2024 MFT PROJECT. Motion carried on a unanimous roll call vote of those present.
- c. A motion was made by MR. ACKERMAN, seconded by MR. LEFEVRE to waive the first reading and adopt Ordinance 2024-23 AN ORDINANCE ESTABLISHING RULES AND REGULATIONS FOR CONSTRUCTING FACILITIES WITHIN THE VILLAGE RIGHT-OF-WAY. Motion carried on a unanimous roll call vote of those present. A Right-of-Way permit application form was approved for use and will be amended as needed.

19. COMMUNITY DEVELOPMENT COMMITTEE/REPORTS/REQUESTS

- a. A motion was made by MR. KIM, seconded by MR. LEFEVRE to adopt Ordinance 2024-24 AN ORDINANCE ADOPTING CERTAIN 2021 EDITION INTERNATIONAL CODE COUNCIL CODES, 2014 ILLINOIS PLUMBING CODE, 2020 NATIONAL ELECTRICAL CODE, AND 2021 NATIONAL FIRE PROTECTION ASSOCIATION LIFE SAFETY CODE, WITH CERTAIN AMENDMENTS OR ADDITIONS, AND REVOKING, REPLACING, AND SUPERSEDING ORDINANCES NO. 2018-09 AND 2022-01 PERTAINING TO THE SAME. Motion carried on a unanimous roll call vote of those present. It was noted that the codes were available for the public to inspect electronically for thirty days as required. Attorney Gaziano thanked Charlie Cunningham from Win-Bur-Sew for all of his help on the ordinance.

20. POLICE COMMITTEE/REPORTS/REQUEST

- a. A motion was made by MR. LEFEVRE, seconded by MR. KIM to adopt Resolution 2024-31R RESOLUTION TO ADOPT AMENDMENT TO LEXIPOL POLICY 1039. Motion carried on a unanimous roll call vote of those present.

21. FINANCE COMMITTEE/REPORTS/REQUESTS No items for discussion

22. LIQUOR COMMITTEE/REPORTS/REQUESTS – No items for discussion

23. ADMINISTRATIVE TEAM/REPORTS/REQUESTS

- a. Mr. Dienberg gave an update for the Strategic Plan. Up next will be the business community followed by person-to-person meetings with the Trustees January 22 and 23, 2025. This will be followed by a leadership workshop.
- b. A motion was made by MR. KIM, seconded by MR. LEFEVRE to accept the Delta Dental and Delta Vision quoted rates for 2025 and 2026. Motion carried on a unanimous roll call vote of those present.
- c. Mr. Dienberg explained the planned changes for the office structure beginning in 2025. There will be two utility billing clerks (Utility Billing 1 and 2); the Utility Billing Clerk 2 working about 30 hours per week and the Utility Billing Clerk 1 working about 20 hours per week. Another change projected would be to reduce the Deputy Clerk to part-time and have an Assistant Deputy Clerk working full-time. The job descriptions for all positions will be drafted. Later MR. ACKERMAN questioned the part-time hours for the office instead of a full-time position. It was explained that having two people is more advantageous, as backup is available when one leaves as well as more people to work through busy times as well as cost.

26. NEW BUSINESS

- a. The Certificate of Membership in Illinois Municipal League was shared.
- b. Northern Illinois Council of Government will hold their luncheon December 11, 2024.
- c. MR. KIM asked about the monthly Police Department Statistics. It was noted that domestic violence cases are down.

25. EXECUTIVE SESSION (CLOSED SESSION) Pursuant to 5ILCS 120(c)–

A motion was made by MR. LEFEVRE, seconded by MR. KIM to go into closed session at 7:17 p.m. to discuss possible employee compensation and a possible title change for an employee of the police department based on their evaluation and performance. Motion carried on a unanimous roll call vote of those present.

The Board with the same Trustees present returned to Regular Session at 7:50 p.m. Guests Attorney Mary Gaziano and Village Administrator Joesph Dienberg.

23. ADMINISTRATIVE TEAM/REPORTS/REQUESTS

- c. Mr. Dienberg explained the Board had no objections to the following changes to the office structure to begin in January 2025 with about ten percent increases to their present pay rates.
 - Utility Billing Clerk 2 (Stephanie King) to work about 29.75 hours per week.
 - Utility Billing Clerk 1 (open) to be hired through Furst Staffing to work about 20 hours per week.
 - Assistant Deputy Clerk (Rachel Windgassen) to be full-time.
 - Deputy Clerk (Kellie Symonds) to become part-time and work 30 hours per week.
- The Treasurer will supervise the Utility Billing.
- d. The title for Nicholas Haff will become Lieutenant as soon as possible. This change is the result of his recent evaluation and his performance.

Job Description for all positions will be completed soon.

27. TABLED/DEFERRED ITEMS – none

28. UPCOMING MEETINGS

29. ADJOURNMENT

A motion was made by MR. LEFEVRE, seconded by MR. KIM to adjourn 7:56 p.m. Motion carried on a voice vote.

UNAPPROVED

Sally Jo Huggins, Village Clerk

2025 Meeting Dates

The regular meetings for the Board of Trustees of the Village of Winnebago, Illinois will be held at the Village Board Room at 108 West Main Street, at 6:00 p.m. on the following dates:

January

Wednesday, January 1, 2025 - Cancelled

Wednesday, January 15, 2025

February

Wednesday, February 5, 2025

Wednesday, February 19, 2025

March

Wednesday, March 5, 2025

Wednesday, March 19, 2025

April

Wednesday, April 2, 2025

Wednesday, April 16, 2025

May

Wednesday, May 7, 2025

Wednesday, May 21, 2025

June

Wednesday, June 4, 2025

Wednesday, June 18, 2025

July

Wednesday, July 2, 2025

Wednesday, July 16, 2025

August

Wednesday, August 6, 2025

Wednesday, August 20, 2025

September

Wednesday, September 3, 2025

Wednesday, September 17, 2025

October

Wednesday, October 1, 2025

Wednesday, October 15, 2025

November

Wednesday, November 5, 2025

Wednesday, November 19, 2025

December

Wednesday, December 3, 2025

Wednesday, December 17, 2025

Committee of the Whole meetings will be held immediately following each of the Regular Monthly Meetings of the Board of Trustees.

Notice of special meetings will be posted online at www.villageofwinnebago.com and emailed to All Board Members and interested persons upon request, when time permits.

Sincerely,

APPROVED: NOVEMBER 11, 2024

**Sally Jo Huggins
Village Clerk**