

The Board of Trustees of the Village of Winnebago met telephonically at 7:00 P.M. with President Franklin J. Eubank, Jr. presiding. The President was in the Village office for the meeting.

Because of the continued disaster declaration and the Village Office being too small to accommodate guests the public, trustees, and employees were invited to join via computer or telephone.

ROLL CALL

KIMES – LEFEVRE - MCKINNON – O’ROURKE – PEARSON -present; GRAHAM - absent

Guests: Attorney Gaziano, Sally Bennett, Chad Insko, Sergeant Nick Haff, Seth Gronewold, Chief Jeff White, Kellie Symonds, Stephanie King, Jenny Blocker, Laurie Miller, Isaac Guerrero, Michael Dunn Jr, Shelby Best.

A quorum was established.

No one stated a conflict of interest.

A motion was made by MR. LEFEVRE, seconded by MR. PEARSON to accept the agenda as amended, Item XI E. #2 to follow Public Comment. Motion carried on a roll call vote of those present.

A motion was made by MR. LEFEVRE, seconded by MR. PEARSON to approve the consent agenda as amended, removing the minutes of the Special Board Meeting for August 25, 2021 and to be reviewed at October’s Board meeting. Motion carried on a roll call vote of those present.

PUBLIC COMMENT

Mr. Kerr called the Village office and stated he was unable to attend.

Stephanie King, on behalf of the Winnebago Area Chamber Commerce, asked the Board’s approval to host Trunk or Treat on October 23, 2021 between 10a.m. and 12p.m., and to allow for the closure of the two blocks between Benton Street between Soper Street and to Bluff Street. She stated the additional block would encourage social distancing during the event. The Historical Society will host indoor activities. No Police presence was requested. Chief White did state that an officer would be in the area during the event. There was no further discussion by the trustees, the event was approved.

XI. E. FINANCE

2. Jenny Blocker presented the 2020 Audit Report to the Board. She commented that as a whole the Village of Winnebago’s report was very good. The Statement of Activities showed an increase of grant funding in 2020 due to COVID, an increase Motor Fuel Tax as well as in Sales and Use Tax. The hail damage created additional revenue due to the increase of roof permits. Ms. Blocker reviewed the required documents and stated that the communication with management was good. She expressed her thanks to Mrs. Bennett, and Mark Olson and those who worked with them during the process. The Management Letter as in years past identified that due to limited staff it is difficult to have separation of duties, however the oversight is fantastic, but the risk is there. There were no findings of concern.

Mr. Michael Dunn Jr, of Region 1 Planning presented an overview of the resources they provide to municipal governments, such as collaborating with of other municipalities, funding needs, and other projects. Some of their resources are at no cost, others have a fee to cover their time and efforts, such as assisting with grant writing for planned projects. Mr. Isaac Guerrero presented information regarding the Council of Government (Northern Illinois COG) portion, and how it can benefit the Village by collaborating with other municipalities. Mr. Dunn explained the Land Bank and how the village can acquire property to improve property values. Shelby Best explained the Sustainability & Resiliency services to members such as energy, water and waste. Lastly, Mr. Dunn spoke about the electric vehicles and how they are increasing in our region dramatically. He stated that the Village of Winnebago is positioned strategically to capture electronic fueling for local and pass-through traffic by building charging stations. PRESIDENT EUBANK will bring this up at the next board meeting as he will be attending the next Region 1 planning meeting.

COMMITTEE DEPARTMENT REPORTS/REQUEST

A. PUBLIC WORKS

1. The Committee minutes of August 30, 2021 are in the packet.
2. Recommendation from the committee that we follow the previously approved policy regarding Holiday Pay. It was noted that this will be discussed in the next Admin. Team meeting.
3. Motion by MR. MCKINNON coming from committee to approve the two proposals from Thayer Lighting for the downtown streetlights and uptown (Corners) in an amount not to exceed \$ 12,205.88 coming from account number 01-41-595.

Motion from Mr. MCKINNON to approve the proposal for street light repairs in Willingham subdivision in the amount not to exceed \$5,281.27 from account number 01-41-595, second by MR. LEFEVRE. Motion approved by roll call vote of those present.

4. Mr. Gronewold stated that since the Financial Report of 2020 was recently received that he would be updating the Water Rate Study with this new information and will provide an updated report at the October meeting of the Board. MRS. O'ROURKE asked about the lump sum payment to RRWRD of \$1.4 million and how it factors in the water rate study. Mr. Gronewold explained its impact does not really change anything, since it is an annual payment, it would only diminish the number of years for the overall debt, it could be better leveraged toward other capital improvement projects.
5. MR. MCKINNON stated that the generator has been installed and is functional at the Village office. Public Works will work out a schedule for exercise of the equipment.

B. VILLAGE ENGINEER

1. Mr. Gronewold's monthly report was provided in the Board Packet.
There are no additional updates on the DCEO Rebuild Illinois grant to report.

C. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE/4TH OF JULY TEAM/WIPC

1. The Code Enforcement Officer's report is in the packet.
MR. KIMES shared with the Board a previous complaint regarding a resident having a pony in their backyard. Attorney Gaziano stated that there is no ordinance restricting the pony or other such animals in residential neighborhoods. She also stated that it is not clear in the Zoning regulations on this issue. MR. MCKINNON commented that we should stick with the odor ordinance, and possibly limit the number of animals. This will be addressed further by Community Development Committee.
2. The minutes from the Community Development meeting of September 8, 2021 were included in the packet.
3. MR. KIMES will be visiting the park in Oregon to get information for updating Memorial Park. There may be the opportunity of a grant which is due January 22, 2022.
4. MR. KIMES referred to Attorney Gaziano to address the Building Permit and Inspection Fees, amending Ordinance #2020-08. She stated that Mr. Manheim had met with the staff as well as herself regarding the fee amounts. There is a difference in the way of calculation of the building permit fees, and the Community Development Committee was in favor of this change. MR. LEFEVRE asked where these fees come from. Attorney Gaziano stated Mr. Manhiem shared that these are the same rates as used in the other municipalities that he serves. Attorney Gaziano clarified the purpose for the change and that it is not a dramatic increase. MR. MCKINNON stated that they are pretty much in line with our previous fee schedule, but the calculation of new construction being calculated at square footage versus using the estimated total dollar value of the construction project. MR. LEFEVRE asked if our fees were higher than other communities. MR. MCKINNON clarified that our fees are lower, and adjustments have been made to the hookup fees. PRESIDENT EUBANK added that to encourage construction, adjustments to the hookup fees has been offered at times, especially for the Willingham and Greenlee developments. Attorney Gaziano added that there would be saving of staff time in the process of permits and inspection documentation. MR. LEFEVRE questioned the Fire Plan Review fee. Attorney Gaziano stated that it is part of the UDO and that it is a pass through to the Fire Department. Mr. Insko commented the fees mirror Cherry Valley and North Park Water and there have been several adjustments to the connection fees, as well as considerations offered to builders.

Motion by MR. KIMES to approve Ordinance #2021-07 AMENDING ORDINANCE 2020-08 ESTABLISHING BUILDING AND RELATED PERMIT INSPECTIONS FEES TO PROVIDE FOR NEW FEE Structure, second by MRS. O'ROUKE. Motion carried on unanimous roll call vote of those present.

5. Recommendation by Committee to approve Building Permit Application and Other Related Forms. MR. MCKINNON asked if Attorney Gaziano prepared these forms. Attorney Gaziano stated these forms were forms used by other municipalities and Mrs. Symonds prepared these forms to reference the Village of Winnebago. These forms are more detailed than the previous forms. MR. MCKINNON stated on page 14 of the attachment that the Roofing Permit was not stated in the fee section of the form. Mrs. Symonds will correct that form to include

the Roof Permit fee of \$75. Motion was made by MR. Kimes based on the recommendation of the committee with the correction as stated on page 14 to approve Resolution #2021-10R - RESOLUTION TO ADOPT BUILDING PERMIT APPLICATION AND RELATED FORMS. Motion approved by roll call vote of those present. Attorney Gaziano stated that the effective date of the resolution is October 1, 2021 to allow for the ordering of the one form in triplicate from the printer.

D. VILLAGE ATTORNEY

1. Attorney Gaziano prepared draft ordinances for consideration by the Board regarding face coverings. The ORDINANCE REQUIRING FACE COVERINGS IN PUBLIC PLACES, and an alternative ORDINANCE REQUIRING FACE COVERINGS IN MUNICIPAL BUILDINGS AND VEHICLES. These were proposed due to current Executive Order of Governor Pritzker. Attorney Gaziano stated that this gives the Village an enforcement mechanism to face coverings. The Executive Order has established the requirement of the face coverings. There was no response by the Board to take action on the Ordinance Requiring Face Coverings in Public Places. PRESIDENT EUBANK opened discussion regarding the Ordinance Requiring Face Coverings in Municipal Buildings and Vehicles regardless of vaccination status. MR. MCKINNON did not recommend as long as our policy is working, but if it does not seem to be working then have the document available to be adopted. MR. PEARSON agreed.

Attorney Gaziano reminded the trustees that whoever is present in the Village Hall must have masks at all committee meetings.

E. FINANCE COMMITTEE

1. Reminder to have the first draft of Budget Worksheets completed by September 30, 2021.

F. POLICE COMMITTEE

1. Chief White provided, as notification to the Board, that Officer Lane's academy training cost will be \$2,500 from account number 01-43-563. This will cover his training and travel, housing over the weekend is not included. MRS. O'ROURKE stated that this is within Chief White's spending authority.
2. Chief White provided the security camera quotes for the Village Hall to replace our current system. For a residential system the cost estimates are between \$350 - \$500, and a commercial system is approximately \$1,500. They have the same capabilities and number of cameras and DVR. The Village Hall is currently the only location which has a security system.

G. ADMINISTRATION TEAM/CLERK

1. PRESIDENT EUBANK updated the Board on the new Employee Evaluation Form, which will be a fillable form, as well as a tabulation sheet. The final version will be presented at the October Board meeting. Attorney Gaziano asked if this should be part of a resolution. PRESIDENT EUBANK will have Admin Team look and determine if there is a need for a resolution.

2. PRESIDENT EUBANK informed the Board of the Annual raise update, with a 5% maximum divided between cost of living and merit increase. He stated the Admin Team has looked at revenue streams to offset increase. The Admin Team will come back in October with the recommendations.
3. PRESIDENT EUBANK informed the Board of the outcome of the recent RFP for Health Benefits. After sending out 5 RFPs we received one response. The Admin Team's recommendation is for ZHB Human Resources and Benefits as health insurance broker as they can provide more services for no additional cost. Laurie Miller stated that she had worked with the Village before for over 10 years. She also has many HR tools to offer the Village. Motion by MR. PEARSON to recommend ZHB Human Resources as our health insurance broker, second by MR. LEFEVRE. MRS. O'ROURKE asked if this is for the next renewal period, as it is a little too far into the year to develop a coalition. The RFP is for 2022 plan year. Laurie Miller has had a history of working on these coalitions, but it does take time. Motion approved by roll call vote of those present.

H. LIQUOR COMMISSION

I. PRESIDENT

1. The President's report was provided in the Board packet.
2. Park Hills Church is interested in adding a park near their facility. The congregation wants to invest money in a park near the ball diamonds at Hurd/Young Memorial Park. PRESIDENT EUBANK suggested it be discussed by Community Development.
3. PRESIDENT EUBANK provided an update on the ARPA funds. The Village has claimed and completed what was needed for the ARPA funds. PRESIDENT EUBANK thanked Mrs. Bennett for her work on that. The amount designated to the Village is \$ 406,609.13. PRESIDENT EUBANK is passionate about getting broadband service to Willingham development. PRESIDENT EUBANK stated he has reached out to the developer of Willingham a few weeks ago and has not received a response yet. The cost of \$129,000 is the Village's portion to provide Comcast service to Willingham. The current residents are not happy with the lack of service. It would be an important improvement to the Village.
4. The Trunk or Treat and road closure request planned for October 23 was discussed under Public Comment.
5. PRESIDENT EUBANK addressed the sale of condo lot #17. Attorney Gaziano learned today that the individual who had an interest had called her to say that due to the increased construction costs due to COVID it is cost prohibitive to pursue at this time. It is no longer time sensitive. Attorney Gaziano added that because the Village now owns this property it is now part of the condo association. PRESIDENT EUBANK asked if this should be addressed at the next Board meeting. Attorney Gaziano will get more information on the condo association.
6. PRESIDENT EUBANK informed the Board of the Comcast construction at Village Hall. The service is inside the building. A new firewall is needed and currently back ordered up to six

months for the specific product recommended by Rockford IT. Alternative solutions will be researched.

7. UPCOMING MEETING DATES:

COMMITTEE	DATE	TIME
Public Works Committee	October 4, 2021	4:00 p.m.
Police Committee	TBD	
Finance Committee	September 20, 2021	5:30 p.m.
Community Development	October 6, 2021	6:00 p.m.
4 th of July -Family Fest Team	TBD	7:00 p.m.
Liquor Commission	TBD	
Errant Water	October 11, 2021	6:45 p.m.
Admin. Team	TBD	
WIPC	October 21, 2021	5:30 p.m.
Pecatonica Prairie Path	September 17, 2021	9:30 a.m. Pec. Library
Win-Bur-Sew NIMS Training	TBD	
Committee of the Whole	TBD	

NEW BUSINESS

1. MR. MCKINNON stated that at times it was difficult to hear online and asked if an additional microphone or another solution could be added to the board room.
2. MR. MCKINNON updated the Board on the changes to the fireworks schedule for 2022. The July 4th is not an option. The dates of July 1st -3rd are available, but we would need to make a decision sooner than in the past years, additionally costs for the overseas containers have increased in cost therefore the cost for fireworks next year will be \$17,500.
3. PRESIDENT EUBANK addressed the questions posed by the 4th of July Team. This will be addressed by the Community Development Committee at their next meeting.
4. PRESIDENT EUBANK stated that he has discussed with Mrs. Symonds the additional microphone, monitor and camera.
5. MRS. O'ROURKE asked the Board's feeling regarding the ATV's. PRESIDENT EUBANK is opposed to golf carts on Village streets as for the side-by-sides, he is not opposed since they are larger. He also stated this would not provide additional revenue to the Village. We would need to work with the state and county to utilize a trail system between municipalities to see additional revenue. Attorney Gaziano stated those who were in favor of it relied on Pecatonica's ordinance which is deficient. MR. LEFEVRE AND MR. PEARSON also agreed this would not provide extra revenue, in fact MR. PEARSON stated that residents have expressed to him a negative opinion to this idea. PRESIDENT EUBANK expressed concern for potential accidents. MR. MCKINNON stated that it would not work the same in Winnebago as in Pecatonica, since it would be difficult to get to the corners from downtown Winnebago. Chief White added that he has the petitions that were submitted and there are many signatures by those who do not live in the Village of Winnebago.

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6. PRESIDENT EUBANK received a notification regarding NIMS compliance. He asked Mrs. Symonds to make sure that the new trustees have the information they need to complete the NIMS certification.
7. PRESIDENT EUBANK brought to the board the recent concern of ground solar systems. Attorney Gaziano stated that it would certainly be a Zoning issue, but some aspects of this Community Development Committee would need to look into as well. Attorney Gaziano will provide information she has regarding ground solar issues she has personally dealt with.
8. PRESIDENT EUBANK again, will plan to meet one-on-one with employees and bring to the Board any comments or recommendations. Mrs. Symonds will begin to schedule these meetings.

A motion was made by MR. LEFEVRE, second by MR. PEARSON to adjourn at 10:05 p.m. Motion carried on a roll call vote of those present.



Kellie Symonds, Deputy Village Clerk

Approved: October 11, 2021