

May 4, 2020

Public Works Committee Meeting

Trustees Present: Chairman Mike McKinnon, Trustee Stan Maligranda , Trustee Paul Elsen.

Guests: Chad Insko (Director of Public Works), Jimmy Johnson (Supervisor of Streets), Sally Bennett (Village Treasurer), Kellie Symonds (Village Deputy Clerk), Mary Gaziano (Village Attorney) and Jeremy Graham.

- 1) **Meeting Called to Order** - The properly posted meeting was called to order at 4:07 PM and was conducted by Tele/Video Conference.
- 2) **Disclosure of any Conflict of Interest** – none
- 3) **Changes to Agenda** – none.
- 4) **Approve Agenda** – *Motion to approve agenda by Trustee Maligranda. Second by Trustee McKinnon. Motion passed.*
- 5) **Review of Public Works Portion of COW Meeting Minutes from April 6, 2020** — No corrections noted.
- 6) **Public Comment**— none
- 7) **Construction Funding Report** – Sally Bennett provided report. Not much activity since the last meeting. Sally is in need of documents for the upcoming road project. Chairman McKinnon will forward them to Mrs. Bennett.
- 8) **Water System Upgrade – SCADA system** – In process but slow due to COVID-19 restrictions.
- 9) **Water System Upgrade – Water Meters** – Chad indicated they will be piloting some cellular devices in various parts of the village to confirm their effectiveness before moving forward.
- 10) **Street Project for 2020** – Chad indicated we were able to coordinate with RRWRD and have man holes adjusted in the target areas. Weather permitting, the project could begin on May 12, 2020. We will need to coordinate with roofing contractors.
- 11) **Highlands Development** – Attorney Gaziano indicated this is being finalized and she should be filing the paperwork Friday, May 8, 2020. She was finalizing an agreement with Fehr Graham certifying the documents they prepared. The intent is to serv Mr. Tanners and the agent on record. Due to COVID-19 no court dates will be available until June 15, or later.
- 12) **RRWRD** – Demolition of sewer treatment plant is still on going. The district has pushed back non-emergency projects. There are no capital projects scheduled for Winnebago in 2020.
- 13) **Cross Roads Church** – Permit has been delivered. Supplies have been purchased and installation targeted to begin Wednesday, May 6, 2020.
- 14) **Retention/detention pond issues** – We continue to have challenges with detention ponds and storm water areas. Some of this is grey area on the definition of “maintenance” and the lack of firm agreements as defined in our current UDO. Also, public works is limited on funds for repairs that may be the village responsibility and needed repairs reduce funds for street maintenance and repair. A couple projects are on the radar but have been pushed back due to weather. Chairman McKinnon presented some photographs of various areas in the village with the target of narrowing the definition of maintenance and more clearly define resident responsibility and

village responsibility. The photos also provided an overview to the office staff on the scale of the issue. Chairman McKinnon will work with Chad and Jimmy to try and draft some language for a new or updated ordinance. As an example of cost, one concrete culvert pipe end section is about \$1,000 which is the entire budget line item for storm water. This does not include village labor cost.

- 15) **Budget issues** – Chad updated the committee he continues to work on insurance issues regarding damage to village structures (buildings and water towers) and two public works vehicles regarding the hail storm event a couple weeks back. In some instances the damage to structures may exceed the value the structures were insured for. It is unknown at this point the financial impact to the village. Fortunately it appears all damage may fall under one deductible. Chad will keep the committee and the board updated.
- 16) **Employee Input** – Nothing in addition to items noted in other areas.
- 17) **New Business** – None
- 18) **Priority of Attorney Projects** -- Highlands Development
- 19) **Salt purchase** – No discussion
- 20) **Sullivan’s Lot.** – No open issues
- 21) **Capital Equipment/Sinking Funds** – No discussion.
- 22) **Downtown Parking/Overnight/Tenant Parking** – no discussion.
- 23) **Tree removal in Right of Way, Pecatonica St.** – No discussion.
- 24) **Sidewalk/Driveway Permit** – No discussion.
- 25) **Trail Head** – No discussion.
- 26) **Street Maintenance/crack filling** – No discussion.
- 27) **Part time/seasonal help** – No discussion
- 28) **WINGIS** – No discussion.
- 29) **IGA Between Village of Winnebago and Winnebago Township** - No discussion
- 30) **Stop light at Elida St./Landmark** – no discussion
- 31) **Executive Session** – none
- 32) **Next Meetings** – COW Meeting likely Monday, June 1, 2020, 4:00 PM
- 33) **Adjournment** – *Motion to adjourn meeting by Trustee Elsen. Second of motion by Trustee Maligranda. Motion passed. Meeting adjourned at 4:55 PM*

Respectfully Submitted

Michael R. McKinnon, Public Works Chair

Approved: June 1, 2020 Committee of the Whole Meeting