

July 6, 2020

**Public Works Committee Meeting**

Trustees Present: Chairman Mike McKinnon, Trustee Stan Maligranda, Trustee Jeremy Graham.

Guests: Chad Insko (Director of Public Works), Jimmy Johnson (Supervisor of Streets), Mary Gaziano (Village Attorney)

- 1) **Meeting Called to Order** - The properly posted meeting was called to order at 4:03 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 Graham. Second by Trustee McKinnon. Motion passed.*
- 5) **Review of Public Works Portion of COW Meeting Minutes from June 1, 2020** — No corrections noted.
- 6) **Public Comment**— No one signed up for public comment. John Traum, resident in Greenlee sent e-mail to Chairman McKinnon stating work done in Resh retention area has increased flow of water through drainage area in Greenlee. We will discuss this issue in item 14.
- 7) **Construction Funding Report** – No report was available for discussion. Chad indicated invoice for curb repairs for several driveways in the Meadows was \$3,180.
- 8) **Water System Upgrade – SCADA system** – Working to secure the necessary computer at favorable price. COVID-19 restrictions continue to slow things down.
- 9) **Water System Upgrade – Water Meters** – Badger meter and Incode working on integration. Chad expects (3) test units soon. Kickoff meeting Tuesday at 10:00 AM. Carrie actively involved with project.
- 10) **Street Project for 2020** – All work with exception of fog seal has been completed. This should be done soon. Chad satisfied with work completed to date. We may receive pay request this week. Will place this as agenda item in the event the request is received.
- 11) **Highlands Development** – Attorney Gaziano states we had to resolve an ownership issue for once parcel. Completed. Court date of August 27, 2020, at 9:00 AM scheduled for a conference..
- 12) **RRWRD** – Closing of sewer treatment plant is still on going. Expect this will be concluded in 4 – 6 weeks.
- 13) **Cross Roads Church** – Everything appears to be in order. Cross Roads has not yet contacted village regarding reducing/closing out the line of credit/bond. Cross Roads has previously expressed a desire for a recapture agreement on water main and road. This would be there responsibility to investigate and pursue.
- 14) **Retention/detention pond issues** – Public works has been active in storm water repairs. Resh Farms – Replaced 42" cement culvert. While the work was being done some sediment was removed. Residents will seed the area and regrow vegetation. The work completed did not alter

original design of the flow or retention. Shortly after the work was completed there was a very heavy thunderstorm that resulted in a lot of water flow. This would be in line with past years where some residents have been tubing through the drainage area in Greenlee during/after heavy rain fall. Greenlee Estates – A reinforced concrete end section was replaced southeast of Jessica Trail near the Greenlee Park. As discussed in the past general maintenance of drainage and retention areas is the property owner responsibility. The village has been assuming the cost of structural repairs like the culverts. We still plan to update the ordinance to further clarify responsibility of residents and village.

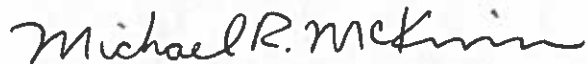
- 15) **Budget issues** – Street maintenance budget very tight with repairs that have been made to storm sewer and curbs. We should be OK on water side. Some concern about reduced cash flow from water bill payments and suspension of late fees. Requested Jeremy inquire on this at upcoming finance committee meeting. COVID-19 has negatively impacted ramp up and training of new hire Darren Burkhart. Having Dana fill in where needed on areas Darren has not yet been trained.
- 16) **Employee Input** – Nothing in addition to items noted in other areas.
- 17) **New Business** – Chad indicated playgrounds are in need of mulch. Public works can provide labor but seeking funds from community development for the mulch. Chairman McKinnon will contact Community Development Chair Don Kimes for his approval. Chad provided updates on damage to village buildings and vehicles from hail damage back in April. Still working with insurance carrier. One vehicle currently being repaired. Second unit is scheduled. Village Hall had roof leak. Public works did some short term repairs. Some interior damage has also occurred. We have several non-insured or under insured assets; Street Lights, Public Works Buildings, Police Garage, Well Houses, Lights at "lighted diamond" field. We should be OK with score board and concession stand. Chad will continue working on this.
- 18) **Priority of Attorney Projects** – Highlands Development
- 19) **Salt purchase** – We will start moving on this in September or October.
- 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** – Chad, Jimmy and Mike to get together to work on draft ordinance before next public works meeting.
- 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, August 3, 2020, 4:00 PM

33) **Adjournment** – *Motion to adjourn meeting by Trustee Graham. Second of motion by Trustee Maligranda. Motion passed. Meeting adjourned at 4:53 PM*

Respectfully Submitted



Michael R. McKinnon, Public Works Chair

Approved: August 3, 2020