

September 9, 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), Sally Bennett (Village Treasurer), Mary Gaziano (Village Attorney)

- 1) **Meeting Called to Order** - The properly posted meeting was called to order at 5:00 PM and was conducted by Tele/Video Conference as allowed by governor's extended executive order.
- 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 Maligranda. Motion passed unanimously.*
- 5) **Approval of Public Works Meeting Minutes from August e, 2020** — *Motion to approve minutes with typographical corrections by Trustee Graham. Second of motion by Trustee Maligranda. Motion approved unanimously..*
- 6) **Public Comment**— None
- 7) **Construction Funding Report** – Reviewed report. Treasurer Bennett has updated information for RRWRD to include both terminology stated in the IGA as well as some terminology that has been used within the village to minimize any confusion and provide better long term documentation. Thank you Sally.
- 8) **Spending Approval for Equipment** – Chad would still like to replace the 2011 F350 One Ton Dump truck this year. At this point there is limited availability of equipment; especially with the specification sought be the village. Due to the limited availability and current budget uncertainly no immediate action is planned. Public works will continue to monitor the situation if something that meets the village's requirements might become available.
- 9) **RRWRD** – As recommended by committee in August and supported by the board, Chad has been in communication with the district regarding their desire to purchase a parcel of property. Discussions are on going but there seems to be a willingness for the district to provide some offsets in return for the value of the property. These include upgrades to Winnebago Street, a separate access point for the district, transfer of buildings, an electrical supply agreement, an easement for future water infrastructure and other privileges. Chad will continue to work with the district and involve President Eubank to iron out an agreement.
- 10) **DCEO Grant** – No update. A decision in expected in September or October..
- 11) **Water System Upgrade – SCADA system** – Hardware has been ordered. Some equipment received and some delayed. Strand working on software.
- 12) **Water System Upgrade – Water Meters** – Project is moving along. Software has been updated and training has been implemented. Initial impression by village employees is this will streamline several villages' processes and allow more prompt attention to excess water situations. Two meters have been in test and performance has been good and data capture working well. There has been an open list of 25 problem meters in the village and staff has been able to resolve 7 of the situations. Public works staff planning strategically on meter head

replacements and scheduling in home visits as needed. Treasurer Bennet indicated the invoice amounts are getting near the amount approved by the board. Chad indicated some recent invoices from Midwest Meter may be parts for regular business and not necessarily part of the upgrade. Chad to work with Sally to reconcile the invoices. With 1,210 meters in the village this project will take some time.

- 13) **Generator for Village Office** – Public works staff was tasked with finding a feasible technical and economical solution for a generator for the village office. A quote has been secured from JP Electric for a turnkey solution with an automatic transfer switch and a 20 kw natural gas powered generator. The committee discussed the solution and funding for it. No funding has been budgeted from public works nor does it appear budget dollars are available. There was some discussion on whether or not this would be covered by the CARES act. As previously discussed an item that may qualify for the CARES act need to be purchased and put in place and then reimbursement sought. It is questionable if this generator would meet the requirements. Public works has completed the task of identifying a solution. At this point it will be brought up for full board discussion to determine next steps.
- 14) **Employee Evaluations** – Chad advised these are on his radar and he will try and have public works employees completed by the end of the week or early next week. Mike and Chad to get together in the next week or so to complete Chad's evaluation.
- 15) **Probationary Period for new public works assistant/meter reader position-** Chad indicates we are at the six month time frame since the public works assistant was hired. He states the training plan was negatively affected as COVID-19 related restrictions were initiated only a few days after the individual started and was disrupted for several months. He does not believe it is fair to the employee or the village to make a decision regarding permanent employment at this time and wishes to extend the probation period by 60 days as allowed in the employee handbook (article 2-4). *A motion was made by Trustee Graham to conclude other items on the agenda and then go into executive to discuss employee performance. The motion was seconded by Trustee Maligranda. Motion passed unanimously.*
- 16) **Street Projects for 2020 – Status of Fog Seal, Status of Runyard St.** – Fog seal not yet complete. If weather cooperates this should be completed over the next couple of weeks. Chad has had conversation with Civil Constructors and school district regarding damage to Runyard Street during work on the Athletic Field. Amenable conversations on going toward a solution.
- 17) **Highlands Development** – Attorney Gaziano advised she attended a court hearing on August 27, 2020. Attorney Art Kielty represented Dr. Tanner. The defendant has 30 days to respond and a follow up hearing has been scheduled for October 29, 2020, at 9:00 AM. Attorney Gaziano had an information conversation with Attorney Kielty and based on conversation it appears his client would be interested in discussions to try and reach an agreeable settlement.
- 18) **RRWRD Projects/Activity** – see comments for item # 9.
- 19) **Cross Roads Church** – Chad nor Attorney Gaziano have received any response from Cross Roads since Attorney Gaziano provided direction to them in her e-mails of August 4, 2020.
- 20) **Retention/detention pond issues** – Chad and Mike visited and identified some items to include in an ordinance to more clearly identify the responsibility of maintenance in detention/retention areas and drainage areas and infrastructure that may be the village responsibility. Public works staff work to define these as time allows.
- 21) **Budget issues** – Treasurer Bennet advised due to funds received and expended for insurance repair work and some other items we will likely need an amendment to the appropriations

ordinance. This will be discussed in finance and likely be presented at the October board meeting.

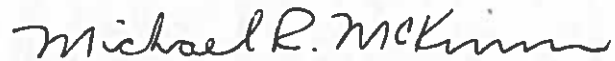
- 22) **Hail Damage** – Chad advises progress is being made slowly. Vehicles have been repaired. Insurance has agreed to cover some repairs to the village office. Repairs completed include roof, interior walls (drywall) and flooring is in progress. Believes damage to pump house roof will be covered and is working on issues with soft storage covering and utility buildings. At this point the rubber roof on the police garage has been denied.
- 23) **Employee Input** – Nothing in addition to items noted in other areas.
- 24) **New Business** – none.
- 25) **Priority of Attorney Projects** -- Highlands Development and Cross Roads Church if needed.
- 26) **Salt purchase** – Deferred until October.
- 27) **Sullivan's Lot.** – No open issues
- 28) **Capital Equipment/Sinking Funds** – see comments for item #8.
- 29) **Downtown Parking/Overnight/Tenant Parking** – Chad provided some sketches and cost estimates for extending parking on village property east of Village Hall. This will be referred to Community Development.
- 30) **Tree removal in Right of Way, Pecatonica St.** – No discussion.
- 31) **Sidewalk/Driveway Permit** – Updated committee that Chairman McKinnon and Director Insko have sketched out items to include in an ordinance which will include sidewalk repair/replacement, driveway, curb & gutter, and culverts under driveways. Public works staff will build on this as time allows. Permits will better enable us to comply with ADA requirements and funds could assist in sidewalk repair/replacement.
- 32) **Trail Head** – No discussion.
- 33) **Street Maintenance/crack filling** – Public works staff was able to work in some crack filling during the August dry spell..
- 34) **Part time/seasonal help** – No discussion
- 35) **WINGIS** – No discussion.
- 36) **IGA Between Village of Winnebago and Winnebago Township** - No discussion
- 37) **Stop light at Elida St./Landmark** – no discussion
- 38) **Executive Session** – With all other agenda items being concluded the committee moved to executive session as approved in item 15. *A motion was made by Trustee Graham to invite Public Works Director Chad Insko, Supervisor of Streets Jimmy Johnson and Village Attorney Mary Gaziano. Motion was seconded by Trustee Maligranda. Motion was approved unanimously.* The Committee entered executive session for the discussion of employee performance at 6:25 PM. The committed returned from executive session at 6:49 PM.
- 39) **Probationary Period for new public works assistant/meter reader position** – *A motion was made Trustee Graham to recommend for board approval that the probationary period for the*

public works assistant/meter reader be extended until November 9, 2020. The motion was seconded by Trustee Maligranda. Motion passed unanimously.

40) Next Meetings – Public Works Meeting Monday, October 5, 2020, 5:00 PM

41) Adjournment – *Motion to adjourn meeting by Trustee Graham. Second of motion by Trustee Maligranda. Motion passed unanimously. Meeting adjourned at 6:51 PM*

Respectfully Submitted



Michael R. McKinnon, Public Works Chair

(Approved: October 12, 2020)