

October 5, 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), Frank Eubank (Village President), 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. President Eubank participated while at the village office.
- 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 Graham. Motion passed unanimously.*
- 5) **Approval of Public Works Meeting Minutes from September 9, 2020** — *Motion to approve minutes by Trustee Graham. Second of motion by Trustee Maligranda. Motion approved unanimously..*
- 6) **Public Comment**— None
- 7) **Construction Funding Report** – Treasurer Bennett provided updated copy of construction funding report. Report included sales tax rebate numbers for Sullivan's (as of 8/31/20). We are currently 66% to the \$600,000 amount.
- 8) **RRWRD IGA Amendment #2** – Chad has been in contact/negotiation with Matt Campbell at RRWRD regarding a draft amendment. The current draft is to be reviewed by RRWRD legal counsel. President Eubank has also commented he has had discussion with attorney J Hanley and acknowledged this is on his open item list.
- 9) **Capital Equipment Spending/Replacement of Dump Truck** – Public works staff continues to monitor status. Custom equipment builds have been pushed out. Built for stock equipment is moving very quickly and may not meet desired spec for village. Staff will continue to monitor.
- 10) **DCEO Grant** – No update. Decision was expected in September or October but may very well push no 2021 due to COVID-19 constraints.
- 11) **Water System Upgrade – SCADA system** – Village has taken delivery of the hardware. Next step is to coordinate software installation by Strand.
- 12) **Water System Upgrade – Water Meters** – Public works staff continues to be satisfied with results to date. Ten meters in place with cellular reading and communication with meters is successful. Staff has a backlog of meters to replace. Chad advised there are three commercial meters that need replacement; Winnebago High School (4" meter @ \$3,725), Mikron (4" meter @ \$3,275) and Post Office (3" meter @ \$2,750). At this point Chad would like approval to move forward with the High School and Mikron Meters. *Motion by Trustee Maligranda to recommend board approval to purchase (2) meters in an amount not to exceed \$7,000 from 51-44-542. Second of motion by Trustee Graham. Motion passed unanimously.*

- 13) **Employee Evaluations** – Chad advised necessary public works employee evaluations have been completed with exception of his. Chairman McKinnon and Chad will get together week of October 11, to review evaluations and complete Chad's.
- 14) **Highlands Development** – Attorney Gaziano advised she has requested title commitments on properties. All looks good. She has had conversation with attorney for Mantel Development regarding possible settlement.
- 15) **RRWRD Projects/Activity** – Plant abandonment project is moving forward but slowly. Chad indicated there may be a lining project on the horizon but nothing formally has been confirmed.
- 16) **Cross Roads Church** – There has been some communication with Crossroads and Fehr Graham regarding closing of line of credit/bond. It has been communicated again that a formal request needs to be provided by Crossroads including the necessary documentation advised by Attorney Gaziano back in August.
- 17) **Retention/detention pond issues** – No update.
- 18) **Budget issues** – Treasurer Bennet advised she has distributed worksheets to department heads to begin the 2021 budget process. She is still trying to pull necessary information together for supplementary appropriate ordinances. Has some challenges with funds/repairs for hail damage (see item #19)
- 19) **Hail Damage** – Chad advised the slow progress has gone backwards. After several weeks working with IML, Insurance Carrier, Adjuster and Third Party Appraiser, the appraiser has now quit. Chad indicates new adjuster visited Friday (10/2/20) to get things restarted. Fortunately local vendor village has been working with had a lot of the necessary information that was pulled together. Village has received \$56,000 for insurance payments to date. Chad indicates total damages could reach \$150,000. There are issues on value certain assets were insured for and whether coverage was actual cash value or replacement value. Chad will keep us updated with progress.
- 20) **Employee Input** – Nothing in addition to items noted in other areas.
- 21) **New Business** – As a result of some of the activities and ownership changes of Public Works Buildings, several buildings do not currently have electrical service. Total cost to install necessary service is about \$15,000. With the salvaging of some equipment, Chad has been able to secure a bid from JP Electric to install the necessary service for a cost not to exceed \$4,500. *Motion by Trustee Graham to move forward with the proposal not to exceed \$4,500 from account 01-42-511. Second of motion by Trustee Maligranda. Motion passed unanimously.* While this amount is within the approval amount of the Public Works Chairman, we will seek board affirmation.
- 22) **Priority of Attorney Projects** -- Cross Roads Church when they provide necessary information and Highlands Development
- 23) **Salt purchase** – Public works has sufficient inventory. Waiting on purchase price information for 2020/2021. Defer to November.
- 24) **Sullivan's Lot.** – No open issues. Closing this item out.
- 25) **Capital Equipment/Sinking Funds** – see comments for item #9.
- 26) **Downtown Parking/Overnight/Tenant Parking** – Referred to Community Development.

- 27) **Tree removal in Right of Way, Pecatonica St.** – No discussion.
- 28) **Sidewalk/Driveway Permit** – No discussion.
- 29) **Trail Head** – No discussion.
- 30) **Street Maintenance/crack filling** – Chad advised fog sealing for 2020 road project has been completed. He is satisfied with the workmanship. Expecting a pay request from Civil Constructors for the October board meeting. Civil Constructors has resolved issues on Runyard Street.
- 31) **Part time/seasonal help** – No discussion
- 32) **WINGIS** – No discussion.
- 33) **IGA Between Village of Winnebago and Winnebago Township** - No discussion
- 34) **Deeding of Willingham Subdivision Property from Midwest Ground to Winnebago Park District** – No discussion
- 35) **Stop light at Elida St./Landmark** – no discussion
- 36) **Executive Session** – None
- 37) **Next Meetings** – Public Works Meeting Monday, November 2, 2020, 5:00 PM
- 38) **Adjournment** – *Motion to adjourn meeting by Trustee Graham. Second of motion by Trustee Maligranda. Motion passed unanimously. Meeting adjourned at 5:54 PM*

Respectfully Submitted

Michael R. McKinnon, Public Works Chair
(APPROVED NOVEMBER 2, 2020)