

November 2, 2020

Public Works Committee Meeting

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

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** – After some technical difficulties, the properly posted meeting was called to order at 5:11 PM and was conducted by Tele/Video Conference as allowed by governor’s extended executive order. Chairman McKinnon 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 Graham. Second by Trustee McKinnon. Motion passed unanimously.*
- 5) **Approval of Public Works Meeting Minutes from October 5, 2020** — *Motion to approve minutes by Trustee Graham . Second of motion by Trustee McKinnon. Motion approved unanimously..*
- 6) **Public Comment**— None
- 7) **Construction Funding Report** – Report reviewed and discussed.
- 8) **2020 Street Project – Final Pay Request** – All work has been completed to the satisfaction of the public works staff. Final pay request has been submit by Civil Constructors. At April 2020 board meeting the bid of \$87,922.20 was approved. Total of work completed is \$93,012.59. Based on favorable unit rates additional work was added which included some street and storm sewer repair on Main St. north of the Scoop and South Goodling. Also materials were slightly higher for chip sealing. Balance outstanding is \$15,058.07. *Motion by Trustee Graham to recommend board approval of \$15,058.07 from account 01-42-514. Second of motion by Trustee McKinnon. Motion passed unanimously.*
- 9) **Cross Roads Church** – Crossroads has submit request and supporting paperwork for reduction of bond to the required 10% retainage. This has been reviewed by public works staff, village engineer and village attorney. Lien releases for road work and water main are comingled with other information for church construction which is outside the scope of work but all required information is accounted for. *Motion made by Trustee McKinnon to recommend board approval of the request for reduction of bond to the 10% retainage requirement. Second of motion by Trustee Graham. Motion passed unanimously.* It was noted at this point Crossroads has not submit any information for a recapture agreement. If board approval is received, this item will be closed pending additional action initiated by Cross Roads Church.
- 10) **RRWRD IGA Amendment #2** – No action.
- 11) **RRWRD Projects/Activity** – Plant abandonment project is nearly complete. District working to close out a few punch items. Public works converting use of buildings. Electrical service work about 80% complete.
- 12) **Hail Damage** – Chad advised progress is being made. New appraiser has visited. Previously acknowledged damage estimate of \$56,000 has been revised upward to approximately

\$200,000. Street lights should be covered but lighting at lighted diamond was not sufficiently insured and \$42,000 damage amount will likely be prorated. Working to clear up some other discrepancies and negotiating settlement. Much of repair work likely to roll over to 2021. Chad working with Treasurer Bennet on necessary budget and appropriation issues.

- 13) **DCEO Grant** – No update.
- 14) **Water System Upgrade – SCADA system** – Village has taken delivery of the hardware. Software (Wonderware) in process.
- 15) **Water System Upgrade – Water Meters** – Integration going well. Will need to train new office staff when they are in place. Meters will be a large expense over the next few years. Replacing 12 – 20/month. Being respectful of residents in coordinating replacement.
- 16) **Downtown business snow removal plan** – Snow removal is the property owners responsibility. Public works engaged with business owners to try and assist with transporting snow out of limited areas. Owner of The Scoop taking the lead with local business owners.
- 17) **Salt purchase** – Public works will have minimum purchase requirement of 280 tons @ \$89.91/ton. At this point public works seeks approval to purchase up to \$12,000 (5 T/L approximately 100 – 120 tons). *Motion by Trustee Graham to recommend board approval of \$12,000 from account 01-52-514. Second of motion by Trustee McKinnon. Motion passed unanimously.*
- 18) **Capital Equipment Spending/Replacement of Dump Truck** – Public works still has not been able to locate a suitable replacement vehicle. No demo or spec units that fit the village needs. This will likely extend into 2021. This needs to be factored into 2021 budget. Village has an interested buyer for current vehicle but unable to sell current unit until a replacement is secured. The delayed purchase could increase maintenance expenses.
- 19) **Employee Evaluations** – All public works employee evaluations have been completed with exception of probationary employee. This should be completed prior to the board meeting next Monday. Chad indicated he has made some recommendations to the Finance Committee for future evaluations that may be a board agenda item.
- 20) **Highlands Development** – Attorney Gaziano advised a proposed settlement will be discussed in executive session at the November Board meeting.
- 21) **Retention/detention pond issues** – No update.
- 22) **Budget issues** – Chad indicated it looks feasible Elida Street could be scheduled for 2021. Increased MFT funding, additional state road funding and possible grants may make this possible. This would be great benefit as it would reduce another year of road deterioration. O & M Fund will have large expenditures for 2021; lump sum payment to district, full project debt repayment schedule, and possible matching funds if DCEO grant is received. Chad will coordinate with Sally.
- 23) **Employee Input** – Nothing in addition to items noted in other areas.
- 24) **New Business** – None
- 25) **Priority of Attorney Projects** -- Highlands Development.
- 26) **Capital Equipment/Sinking Funds** – see comments for item #18.

- 27) **Downtown Parking/Overnight/Tenant Parking** – No discussion.
- 28) **Tree removal in Right of Way, Pecatonica St.** – No discussion.
- 29) **Sidewalk/Driveway Permit** – No discussion.
- 30) **Trail Head** – No discussion.
- 31) **Street Maintenance/crack filling** – No discussion
- 32) **Part time/seasonal help** – No discussion
- 33) **WINGIS** – No discussion.
- 34) **IGA Between Village of Winnebago and Winnebago Township** - No discussion
- 35) **Deeding of Willingham Subdivision Property from Midwest Ground to Winnebago Park District** – No discussion
- 36) **Stop light at Elida St./Landmark** – no discussion
- 37) **Executive Session** – None
- 38) **Next Meetings** – Public Works Meeting Monday, December 7, 2020, 5:00 PM
- 39) **Adjournment** – *Motion to adjourn meeting by Trustee Graham. Second of motion by Trustee McKinnon. Motion passed unanimously. Meeting adjourned at 5:51 PM*

Respectfully Submitted

Michael R. McKinnon, Public Works Chair
(APPROVED 12/7/2020)