

January 4, 2021

Public Works Committee Meeting

Trustees Present: Chairman Mike McKinnon, Trustee Jeremy Graham and 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** – 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. Trustee Graham 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 December 7, 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** – Reviewed report. Treasurer Bennett highlighted an adjustment for Com Ed that is more realistic. Showing \$1.5 million payment for RRWRD which the board may consider lowering so funds could be used for Community/Economic Development. Still waiting for numbers for Sullivan’s regarding sales tax rebate.
- 8) **Public Works Staffing** – Chad has provided a resume for a candidate he recommends for the Part Time Meter Reader Assistance. Chairman McKinnon recommended this discussion be deferred to the end of the meeting and taken up in executive session. This was supported by the committee.
- 9) **Capital Equipment Spending/Replacement of Dump Truck** – No update. Staff will revisit once current fiscal year budget is finalized. Treasurer Bennett advised sinking funds have been updated.
- 10) **2021 Street Project (Elida St.)** – Initial engineering work has started with the desire to get an early advertisement for bids. Treasurer Bennett has added the project to the construction funding report.
- 11) **RRWRD IGA Amendment #2** – Attorney Gaziano will follow up with legal contact for the district. Based on feedback received our next step would be an internal village meeting to discuss open issues and then set a meeting date with RRWRD to resolve open issues.
- 12) **RRWRD Projects/Activity** – No open or know tentative projects at this time.

(Trustee Stan Maligranda has to leave the meeting at 5:15 PM for personal reasons)

- 13) **Hail Damage** – Chad continues to work on claim settlement for storm damage. A/C unit for village office damaged with an estimated repair amount of \$4,500 will require a 3rd party

inspection. It appears we will have at least partial coverage for street lights and scoreboard and lights for the lighted diamond. Current damage estimates of \$206,000 with a possible additional amount of \$30,000 - \$40,000

- 14) **Water System Upgrade – SCADA system** – System is updated and working well. This item will be closed.
- 15) **Water System Upgrade – Water Meters** – Staff was able to get meters replaced in the high school and Micron. All labor was provided with village staff at a substantial savings to using outside services. The readings for new meters that have been installed is going well. Staff continues to be satisfied with the functionality.
- 16) **Salt purchase** – *Motion by Trustee Graham to recommend for board approval salt purchase in an amount not to exceed \$12,000. Second of motion by Chairman McKinnon. Trustees McKinnon and Graham voted in favor. Trustee Maligranda absent. Motion passed.*
- 17) **DCEO Grant** – No update.
- 18) **Highlands Development** – Attorney Gaziano advised she is working on an agreement with owner's legal representative.
- 19) **Downtown business snow removal plan** – No update.
- 20) **Retention/detention pond issues** – No update.
- 21) **Budget issues** – Large dollar amounts in current draft budget; replacement of F150 truck, F250 truck, Dump Truck, Skid Loader, DECO matching funds and \$1.5 million payment additional payment to RRWRD.
- 22) **Employee Input** – Director Insko wanted to recognize the response of the public works team for the repair of the water main break on the evening of December 23, and the efficient response to the two ice and snow events. Chairman McKinnon acknowledged this and thanked the team for their continued good work.
- 23) **New Business** – Fehr Graham has submit their engineering agreement for the 2021 Fiscal/Calendar year. They estimate the service value at \$20,000. There were no issues or concerns voiced regarding the services provided by Fehr Graham. No action was taken on the agreement. Attorney Gaziano will view the agreement. Provided no issues are noted, we will take this to the board for approval.
- 24) **Priority of Attorney Projects** -- Highlands Development, RRWRD, Fehr Graham Agreement.
- 25) **Capital Equipment/Sinking Funds** – see comments for item #9 and #21.
- 26) **Downtown Parking/Overnight/Tenant Parking** – No discussion.
- 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** – No discussion
- 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** – *Chairman McKinnon motioned to go into executive session to discuss a possible offer of employment regarding the part time meter reader assistant. Chairman McKinnon would also invite Chad Insko, Jimmy Johnson and Attorney Gaziano. Second of motion by Trustee Graham. Trustees McKinnon and Graham voted in favor of the motion. Trustee Maligranda was absent. Entered executive session at 5:42 PM. Returned from executive session at 5:56 PM.*
- 37) **Public Works Staffing** – *Chairman McKinnon motioned to recommend for board approval that an offer of employment be made to Bryan Zimmerman for the part time meter reader position. The offer would be contingent on a satisfactory criminal background check if Mr. Zimmerman accepts the offer. The starting probationary pay rate would be \$14.50/hour with a target start date of January 18, 2021. Trustee Graham seconded the motion. Trustees McKinnon and Graham voted in favor of the motion. Trustee Maligranda was absent.*
- 38) **Next Meetings** – Public Works Meeting tentatively Monday, February 1, 2021, 4:00 PM. Back up date of Wednesday, February 3, 2021, 4:00 PM.
- 39) **Adjournment** – *Motion to adjourn meeting by Trustee Graham. Second of motion by Trustee McKinnon. Trustees McKinnon and Graham voted in favor of the motion. Trustee Maligranda was absent. Meeting adjourned at 6:05 PM*

Respectfully Submitted

APPROVED: February 1, 2021

Michael R. McKinnon, Public Works Chair