

February 1, 2021

**Public Works Committee Meeting**

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

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 4:02 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 Graham. Second by Trustee McKinnon. Motion passed unanimously.*
- 5) **Approval of Public Works Meeting Minutes from January 4, 2021** — *Motion to approve minutes by Trustee Graham. Second of motion by Trustee McKinnon. Motion approved unanimously.*
- 6) **Public Comment**— None
- 7) **Construction Funding Report** – Reviewed report. RRWRD numbers are updated. Open balance on salt purchase. The board previously approved purchase not to exceed \$12,000. The purchase for the order is complete and the residual balance can be closed out. When additional salt is required this will be brought to the board.
- 8) **Public Works Staffing** – Chad advised Bryan Zimmerman has been on board since January 18, 2021. To date he has been doing well. Prompt, good work performance, cordial and helpful. Chad is satisfied with his performance to date.
- 9) **Village Generator/PW Building Electrical** – It is expected a generator for the village office will be included in the 2021 budget. Chad has secured updated quote from JP Electric in the amount of \$11,250. This is a turn key installation for a natural gas-powered generator, transfer switch and installation. Chad indicated 3 of 5 public works buildings have electrical power and have a back up generator. He estimates the cost to integrate the remaining two buildings is \$2,500. This is factored into the building maintenance budget. No firm quote at this time. Consensus of committee is to support the project if quote is within estimate.
- 10) **Capital Equipment Spending/Replacement of Dump Truck** – No update.
- 11) **2021 Street Project (Elida St.)** – Engineering work in process.
- 12) **RRWRD IGA Amendment #2** – Attorney Gaziano indicating she has been trading messages with legal representative for district. She will continue her efforts.
- 13) **RRWRD Projects/Activity** – No update.
- 14) **Hail Damage** – Dialogue continues. All expected payments have been received.
- 15) **Water System Upgrade – Water Meters** – Work is ongoing. We are seeing a ramp up in meter replacements as expected. Office staff is learning the new system.

- 16) **Salt purchase** – Jimmy indicates we should be in good shape through end of February. Will evaluate additional purchase in March.
- 17) **DCEO Grant** – No update.
- 18) **Highlands Development** – Attorney Gaziano advised she is working on an agreement with owner's legal representative. Upcoming tax sale for February 26, 2021. Anticipates a proposed agreement for board consideration at next board meeting.
- 19) **Downtown business snow removal plan** – No update.
- 20) **Retention/detention pond issues** – No update.
- 21) **Budget issues** – No additional discussion other than noted in other areas.
- 22) **Employee Input** – No discussion beyond that noted in other areas.
- 23) **New Business** – Chad indicated a developer is interested in some property near the Dollar Store. Preliminary engineering activity is underway. Permit review process and UDO has been provided.
- 24) **Priority of Attorney Projects** -- Highlands Development, RRWRD,
- 25) **Capital Equipment/Sinking Funds** – No discussion.
- 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** – None
- 37) **Next Meetings** – Next Public Works Meeting Monday, March 1, 2021, 4:00 PM.
- 38) **Adjournment** – *Motion to adjourn meeting by Trustee Graham. Second of motion by Trustee McKinnon. Motion passed unanimously. Meeting adjourned at 4:36 PM*

Respectfully Submitted

APPROVED: MARCH 1, 2021

Michael R. McKinnon, Public Works Chair