

March 1, 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 5:30 PM and was conducted in person and by Tele/Video Conference as allowed by governor's extended executive order. Trustee's Maligranda and McKinnon were present 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 February 1, 2021** — *Motion to approve minutes by Trustee Graham. Second of motion by Trustee McKinnon. Attorney Gaziano advised a corrected date for the tax sale on line 18 should be February 26, 2021. Motion approved unanimously with the correction as noted.*
- 6) **Public Comment**— None
- 7) **Construction Funding Report** – Current version of report includes initial engineering expenses for 2021 street project.
- 8) **Public Works Staffing** – All is well. Chad advised Bryan Zimmerman continues to integrate well with the team
- 9) **PW Building Electrical** – Chairman McKinnon updated the committee that Chad has provided a timeline and summary of the electrical upgrades/repairs at the public works buildings and reasons for the overrun. Chairman McKinnon has reviewed all outstanding invoices and reconciled them. The outstanding invoices were less than the Chairman approval level. Chairman McKinnon has approved the invoices and advised Treasurer Bennett to proceed with payment.
- 10) **Generator for Village Office** – Chad has secured an updated quote from JP Electric to install a generator at the village office. This is natural gas powered and includes an automatic transfer switch. The quote includes parts and labor for generator and all electrical work. The quote is \$11,350. The quote does not include connecting to the natural gas service. Chad indicates about 60 days for acquiring parts and having installed. *Motion by Trustee Graham to recommend board approval of expense not to exceed \$12,000; split equally between accounts 01-41-611, 01-43-831 and 51-44-820. Second of motion by Trustee Maligranda. Motion approved unanimously.*
- 11) **Capital Equipment Spending/Replacement of Dump Truck** – No update.
- 12) **2021 Street Project (Elida St.)** – Engineering work in process. IL DOT turned around paperwork in a timely fashion. Advertisement of project should be done soon with a target to request approval of project at April 2021 board meeting.

- 13) **RRWRD IGA Amendment #2** – Target a meeting with key village personal on March 16, 17, or 18, to discuss open issues. We can then follow up with RRWRD to schedule a meeting with them.
- 14) **RRWRD Projects/Activity** – No activities under way other than routine maintenance.
- 15) **Hail Damage** – Dialogue continues. Village staff will prioritize needs. Insurance company has approved claim for A/C system repair/replacement and this should be scheduled soon.
- 16) **Water System Upgrade – Water Meters** – Work is ongoing. Averaging about a dozen replacements per month.
- 17) **Salt purchase** – Despite the harsh weather in January/February, village still has salt inventory on hand. We still need to purchase four loads to meet the minimum contract requirement. *Motion by Trustee Maligranda to recommend board approval of salt purchase not to exceed \$10,000 from account 01-42-514. Second of motion by Trustee Graham. Motion approved unanimously.*
- 18) **DCEO Grant** – No update.
- 19) **Highlands Development** – Attorney Gaziano provided quick summary of settlement. There are still a couple of open issues that need to be resolved regarding title work. Next court date scheduled for March 11, 2021. Full details are included in Attorney Gaziano e-mail sent out earlier today. We will keep this topic as an agenda item as the focus will change from issues related to former developer to how the village will proceed with the property.
- 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** – None
- 24) **Priority of Attorney Projects** – No action items
- 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** – We will move this item up the agenda for April Meeting.
- 29) **Trail Head** – No discussion.
- 30) **Street Maintenance/crack filling** – No discussion
- 31) **Part time/seasonal help** – No discussion
- 32) **WINGIS** – Attorney Gaziano commented she felt the Village was underutilizing the WINGIS system. She indicated much if the information she was trying to resolve with the Highlands could have been updated in WINGIS. She felt the village needs to better understand the capabilities and it may be beneficial to get some refresher training. We will move this up the agenda and surface this issue at the March Board meeting.

- 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) **Downtown business snow removal plan** – No update.
- 36) **Stop light at Elida St./Landmark** – no discussion
- 37) **Executive Session** – None
- 38) **Next Meetings** – Next Public Works Meeting Monday, April 5, 2021, 4:00 PM.
- 39) **Adjournment** – *Motion to adjourn meeting by Trustee Graham. Second of motion by Trustee McKinnon. Motion passed unanimously.* Meeting adjourned at 6:13 PM

Respectfully Submitted

Michael R. McKinnon, Public Works Chair

APPROVED: APRIL 5, 2021