

April 5, 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), Seth Gronewold (Fehr Graham – Village Engineer), Denise Speracino.

- 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 McKinnon was 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 Graham. Second by Trustee Maligranda. Motion passed unanimously.*
- 5) **Approval of Public Works Meeting Minutes from March 1, 2021** — *Motion to approve minutes by Trustee Maligranda. Second of motion by Trustee Graham. Motion approved unanimously.*
- 6) **Public Comment**— Denise Speracino addressed the committee. Denise is seeking support from the village with the Great American Cleanup Day. This event is coordinated with Keep Northern Illinois Beautiful (KNIB) and will be sponsored by the Historical Society. The date will be Saturday, April 24. Denise is seeking support from the village with a dumpster and/or collecting the garbage bags. Chad indicate village has done similar events with the high school and various service clubs. He has maps prepared for key areas in the village. The village has garbage pickup sticks but these should not be needed if they are provided by KNIB. Chad recommended the volunteers place the filled garbage bags along the road sign in proximity to a village road sign and the public works staff will collect the garbage bags on Monday after the event. The Village will also check with Gills to see if they will support the event by providing a dumpster for that Saturday. It was mentioned this event should not be a time for village residents to dispose of their household hazardous wastes. These should be handled through other established collection points. Denise provided her contact phone number. Denise Speracino departed meeting.
- 7) **Construction Funding Report** – Sally provided current update of Construction Funding report. She noted \$34,000 payment from Rebuild IL grant was received.
- 8) **Public Works Staffing** – All is well. Chad advised he may need to utilize more hours for part time employees with clean up, maintenance and mowing of the Highlands property.
- 9) **Generator for Village Office** – Generator has been ordered. Six-week lead time. Once generator is received installation should be scheduled within 14 days. Current projection is operational mid to late May.
- 10) **Water Rate Study** – Previous rate study was completed in 2011. Village ordinance was created with results from study and carries through 2021. We will need to update the ordinance and an updated water rate study is recommended. Previous study was based on expected costs for upgrades and estimated debt. Costs have now been incurred and debt is known so this would be a basis for moving forward. The study would take several months and time would be needed

to draft the updated ordinance. Fehr Graham has presented an estimate of \$18,500; however, committee members did not have an opportunity to review before the committee meeting. This expense was not directly considered in the budgeting process but would be funded from the water upgrade account 51-44-542. Sally indicated this amount would fit within the appropriations ordinance. It was recommended the committee review the proposal from Fehr Graham and we will discuss further at the May meeting and present our recommendation at the May board meeting.

- 11) **Electrical Invoices, JP Electric** – There is an outstanding invoice from JP Electric in the amount of \$5,830.25, from November 10, 2020. This was apparently not received by the village and supplier had not be diligent in follow up. The invoice is for repair and update of several street lights in the northern portion of the village. Chad indicates the charges are reasonable for the work completed and they involve repairs over an extended period of time where the vendor chose to invoice all at once as opposed to partial billing as portions of the work was completed. *Motion by Trustee Graham to recommend board approval to pay invoice 111020-0019 in the amount of \$5,830.25 from account 01-42-514. Second of motion by Trustee Maligranda. Motion approved unanimously.* There is an additional invoice from JP Electric in the amount of \$1,791.42 for underground conduit to make electrical connections at the public works buildings. This exceeds the approval limit of the public works director. This is within the approval limit of the committee chairman and will be approved accordingly from account 01-42-511. There will be additional work on this project once the wiring is received to make the necessary corrections.

- 12) **Approval of Agricultural Land Use with the village portion of Highlands Development** – With the village acquisition of the Highlands property, the village will now be responsible for the maintenance of the property. The prior owner was renting the property for agricultural use; however, the former developer and tenant were not compliant with storm water requirements and some violation letters were issued. The village will need to be compliant. The property is not currently mowable and this would be a burden and expense to the village. Public works staff is in communication with a local farm that would be interested in farming the usable land and would also provide the maintenance and mowing of the non-farmable portion to keep in in compliance with storm water requirements and other village ordinances. The plan would be to progressively plant crops that would result in a more maintainable property over a few years. The currently offered rental rate is substantially lower than the rental rate for prime farm land. However, as the topsoil has been removed the productivity of the land would be likely be subprime and the tenant would handle the other property maintenance issues reducing the burden and expense to the village. As all documents were not available the committee was not in a position to move on a recommendation. It was requested the draft informal agreement from the farmer be forwarded to the committee for review. Attorney Gaziano also referenced a rental agreement from the University of Illinois that could be used as a base line agreement. It is requested committee members be prepared to discuss this item at the April board meeting.

- 13) **2021 Street Project (Elida St.)** – Bids have been received and Fehr Graham recommends the village approve the \$288,452.30 bid from Rock Road companies. This is substantially lower than the engineering estimate previously provided. The village had a negative experience with Rock Roads on a previous project; however, this was eleven years ago. Seth advised Rock Roads has done several projects in recent years with Rockton and South Beloit with favorable results. Seth further recommended a quality control contract run parallel with this job at an estimated cost of \$5,000 which would be coordinated through Fehr Graham. With the low bid price and favorable unit prices public works would like to tie in an additional \$25,000 of needed work adjacent to the project area. Total project would be \$288,452.30 + \$14,422.62 contingency + \$25,000.00 additional work = \$327,875 plus \$5,000 quality control. *Motion by Trustee Graham to recommend board approval of awarding the contract to Rock Road in an amount not to exceed \$328,000 from account 15-46-850 and \$5,000 quality control expense through Fehr Graham in an amount not to exceed \$5,000 from account 15-46-502. Second of motion by Trustee Maligranda. Motion approved unanimously.* Seth Gronewald departed meeting at 6:46 PM.

- 14) **Capital Equipment Spending/Replacement of Dump Truck** – Chad provided the committee proposals for replacement of the ½ ton and ¾ ton trucks with trading in the existing units. The proposals included cash purchases and leases for 36 and 60 months. The committee discussed the pros and cons of lease vs buy and the consensus was leasing may be a viable option. Chad will refine the requirements and bring a recommendation to the May committee meeting and tentative board action at May meeting.
- 15) **RRWRD IGA Amendment #2** – Mary will provide a synopsis of the open issues and include the information from the March 17, 2021, meeting so we can evaluate the next steps.
- 16) **RRWRD Projects/Activity** – No discussion.
- 17) **Hail Damage** – No discussion. Current receipts and payments is included on report treasurer provided along with Construction Funding report.
- 18) **Water System Upgrade – Water Meters** – No discussion.
- 19) **Street Maintenance/crack filling** – No discussion.
- 20) **WINGIS** – No discussion
- 21) **Salt purchase** – No discussion.
- 22) **DCEO Grant** – No update.
- 23) **Highlands Development** – See discussion on item 12. Meeting scheduled for Thursday, April 27, 2021 at 2:00 PM to discussion open issues on property.
- 24) **Retention/detention pond issues** – No update.
- 25) **Budget issues** – No additional discussion other than noted in other areas.
- 26) **Employee Input** – Sally brought up issue on spending authority levels. Consensus of the committee was the levels could be raised. Possible scenario is to increase Director level from \$1,500 to \$5,000, Committee Chairman from \$5,000 to \$7,500, and Village President remain at \$10,000. This will be further discussed at finance and administration team for their consideration and then a recommendation be made to the board.
- 27) **New Business** – None
- 28) **Priority of Attorney Projects** – Agricultural land use for Highlands and RRWRD IGA Amendment #2
- 29) **Capital Equipment/Sinking Funds** – See topic #14.
- 30) **Downtown Parking/Overnight/Tenant Parking** – No discussion.
- 31) **Tree removal in Right of Way, Pecatonica St.** – No discussion.
- 32) **Sidewalk/Driveway Permit** – No discussion.
- 33) **Trail Head** – No discussion.

- 34) **Part time/seasonal help** – See comments in #8
- 35) **IGA Between Village of Winnebago and Winnebago Township** - No discussion
- 36) **Deeding of Willingham Subdivision Property from Midwest Ground to Winnebago Park District** – No discussion
- 37) **Stop light at Elida St./Landmark** – no discussion
- 38) **Downtown business snow removal plan** – no discussion
- 39) **Executive Session** – None
- 40) **Next Meetings** – Next Public Works Meeting Monday, April 28, 2021, 5:30 PM.
- 41) **Adjournment** – *Motion to adjourn meeting by Trustee Maligranda. Second of motion by Trustee Graham. Motion passed unanimously. Meeting adjourned at 7:25 PM*

Respectfully Submitted

Michael R. McKinnon, Public Works Chair

APPROVED: APRIL 28, 2021