

**April 28, 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) and Mary Gaziano (Village Attorney)

- 1) **Meeting Called to Order** – The properly posted meeting was called to order at 5:33 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 McKinnon. Motion passed unanimously.*
- 5) **Approval of Public Works Meeting Minutes from April 5, 2021** — *Motion to approve minutes by Trustee Graham. Second of motion by Trustee McKinnon. Motion approved unanimously.*
- 6) **Public Comment**— None.

Trustee Maligranda joined the meeting at 5:45 PM

- 7) **Construction Funding Report** – Sally provided current update of Construction Funding report. This includes the bid for Elida street plus estimated amount for additional work sought by Public Works staff. Eventual invoice will have increased volumes to account for additional work completed.
- 8) **Public Works Staffing** – All is well
- 9) **2021 Street Project (Elida St.)** – Preconstruction meeting held April 26. Estimated project start date is May 10. Chad will draft letter to communicate with residents about project status. Road will remain open but it would be recommended to use alternate routes where possible. Chad will also communicate with school district. Recommended additional communication on Village Website and Winnebago Community Group on Facebook.
- 10) **Capital Equipment Spending/Purchase/Lease of Dump Trucks** – Public Works staff continues to believe leasing may be a good option for the village. Currently leaning toward three-year lease on ½ ton truck and five year lease on ¾ ton truck. This is on the agenda for next finance committee meeting and may be brought to the board in May. Chad has recommended the purchase of a new line tracer/locator to identify water lines and electrical lines. The current unit is malfunctioning. The replacement unit has GPS/GEO capabilities which will provide data for uploading into WINGIS. A functioning unit is essential to confirm line location before digging and/or repair. This unit will also be beneficial with our continued contract with Winnebago County. Quote received from J & R Supply in the amount of \$8,706. *Motion by Trustee Graham to recommend board approval to purchase the line tracer/locator from J & R Supply in an amount not to exceed \$8,706 from line item 51-44-951. Second of motion by Trustee Maligranda. Motion approved unanimously.*

- 11) **Agricultural Land Use with the village portion of Highlands Development** – Documents have been executed. Status of payment is not known. Chad to request office staff close the loop with Mr. Mitchell.
- 12) **Highlands Development** – Preliminary meeting with ADHOC committee held Tuesday, April 27, 2021, to discuss possible directions. The ADHOC committee is recommending for board approval for Fehr Graham to represent the village in identifying suitable developers interested in developing the property.
- 13) **RRWRD IGA Amendment #2** – No update to report.
- 14) **RRWRD Projects/Activity** – No discussion.
- 15) **Water Rate Study** – *Motion by Trustee Graham to recommend board approval of the Fehr Graham proposal to complete an updated Water Rate Study in an amount not to exceed \$18,700 from 51-44-542. Second of motion by Trustee Maligranda. Motion passed unanimously.*
- 16) **Great American Cleanup April 24, 2021** – Feedback No participants in the meeting were aware of the number of volunteers that participated. Chad indicated he provided roads maps as offered in the previous meeting. Village staff did not note any garbage bags left on village roads that needed to be picked up. Gills delivered a dumpster as they offered and have picked it up. Chad believes the volunteers with the Historical Society cleaned up within the village limits and the Boy Scouts cleaned up areas within the Township.
- 17) **Generator for Village Office** – Still on target for May installation.
- 18) **Hail Damage** – A/C repairs for village office completed. No additional update.
- 19) **Water System Upgrade – Water Meters** – Still progressing but slowly. COVID complicating entrance to some residences.
- 20) **Street Maintenance/crack filling** – No discussion.
- 21) **WINGIS** – No discussion
- 22) **DCEO Grant** – No update.
- 23) **Retention/detention pond issues** – No update.
- 24) **Salt purchase** – No discussion.
- 25) **Budget issues** – Sally indicated the village should soon receive the initial 50% (\$185,000) from the American Rescue Plan stimulus package.
- 26) **Employee Input** – Sally provided a copy of the updated draft of the purchasing policy with updated limits for Directors and Committee Chairman. This is intended to be brought to the board in May for approval.
- 27) **New Business** – Chad indicated there is some uncertainty regarding current direction regarding water service disconnects. There are a few residents that have meet the requirements for water shut off. Appointments have been made with residents and village staff have been refused entry when they arrived at the properties. Committee members recall the board had acted to reinstate late fees at a prior meeting but no recollection on action for service disconnects. Comments were made that 40 communities within Illinois have reinstated service disconnects for delinquent

accounts. This issue will be brought to the board for discussion and direction. Trustee Maligranda wanted to extend his thanks and support to members of public works staff and committee members over his 16 years on the committee. The group thanked Stan for his service. We are hopeful Stan will be able to return to the village board. Chairman McKinnon advised the committee he may not be able to participate in the May board meeting. Trustee Graham has agreed to take the lead on Public Works items at the Board Meeting if needed.

- 28) **Priority of Attorney Projects** – Water Service Disconnections, RRWRD IGA #2, Highlands Open Issues.
- 29) **Capital Equipment/Sinking Funds** – See topic #10.
- 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** – No discussion.
- 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, June 7, 2021, 4:00 PM.
- 41) **Adjournment** – *Motion to adjourn meeting by Trustee Graham. Second of motion by Trustee Maligranda. Motion passed unanimously. Meeting adjourned at 6:54 PM*

Respectfully Submitted

Michael R. McKinnon, Public Works Chair

APPROVED: JUNE 7, 2021