

June 7, 2021

**Public Works Committee Meeting**

Trustees Present: Chairman Mike McKinnon, Trustee Jeremy Graham

Guests: Chad Insko (Director of Public Works), Jimmy Johnson (Supervisor of Streets), Sally Bennett (Village Treasurer), Mary Gaziano (Village Attorney, Daniel Blakely-Snyder, Linda Blakely

- 1) **Meeting Called to Order** – The properly posted meeting was called to order at 4:02 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 28, 2021** — *Motion to approve minutes by Trustee Graham. Second of motion by Trustee McKinnon. Motion approved unanimously.*
- 6) **Public Comment**— Daniel Blakely-Snyder addressed the committee. He is proposing donating a bench to the village for his Eagle Scout project. He suggested it would be placed near Faulkner Rd. at the Prairie Path or Greenlee Park. If this could be accepted by the village Daniel has asked the committee's opinion on location, color of bench and whether sign/plaque could be placed upon the bench. Committee members asked Daniel a few questions as well. Trustee McKinnon advised Daniel the committee would discuss his request. If the committee were in support of moving forward the issue would be addressed at the Village Board Meeting on June 14, 2021, for final determination. Chairman McKinnon advised Daniel a status would be provided within a few days.
- 7) **Construction Funding Report** – No new activity since prior report. Sally indicated she added a couple of additional lines to track escrow accounts for two pending development activities.
- 8) **Public Works Staffing** – Chad indicated all is well. Bryan Zimmerman will reach his 180 probationary date next week. Chad has a review scheduled with him. A recommendation will be provided regarding permanent employment at the July meeting.
- 9) **2021 Street Project (Elida St.)** – Project is in process. There were some quality issues on some point repairs but those have been resolved to the village staff satisfaction. Weather prior to Memorial Day set project back about one week. Paving is scheduled to begin on Wednesday followed by striping. If weather cooperates and all goes well project should be wrapped up in a couple of weeks.
- 10) **Capital Equipment Spending/Purchase/Lease of Dump Trucks** – With the focus on the street project, village staff has not had time to finalize any vehicle orders. Will refocus on this project within a few weeks. Line locator/trace has been received. Training scheduled for next week.
- 11) **Spending approval for hydrant parts/repairs** – Village typically replaces/renovates three to five hydrants per year. Staff had hoped to defer major upgrades this year pending outcome of DCEO grant. Also, would prefer to avoid replacing any 4" hydrants. Unfortunately, village has encountered a leak of the hydrant at Pecatonica and School St. and is in need of major repairs.

Staff seeks approval of up to \$4,500 in parts for repair of hydrant. *Motion by Trustee Graham to authorize spending up to \$4,500 for parts to make necessary repairs. Second of motion by Trustee McKinnon. Motion passed unanimously.* Although this is within spending authority of Committee Chairman, we bring to board for affirmation of spending.

- 12) **Repair/Replacement of downtown streetlights** – Chad wants to make the committee aware of issues related to streetlights downtown. (5) of (18) streetlights are not functional. Some of issue is related to hail damage. Village did recover some insurance money, but it was limited as lights were not specifically noted on the insurance coverage and covered amount was based on blanket item coverage. Amount for streetlights was \$27,000 but this includes other streetlights in the village as well. As lights are obsolete, comparable replacement parts are not available. Chad is estimating cost to repair replace could be around \$31,000. Chad will do some additional investigation for available options.
- 13) **Agricultural Land Use with the village portion of Highlands Development** – All is in order. Planting has been done, grass is being mowed and rent has been received. This item will be considered closed unless new issues arise.
- 14) **Highlands Development** – Attorney Gaziano indicates appraisals of the property have been received. No current knowledge if Fehr Graham has any discussions with prospective developers.
- 15) **RRWRD IGA Amendment #2** – No update to report. With other projects having been completed Attorney Gaziano will move this up in priority.
- 16) **RRWRD Projects/Activity** – No discussion.
- 17) **Water Rate Study** – Kickoff meeting for water rate study project will be Wednesday at 9:00 AM
- 18) **Generator for Village Office** – Receipt of generator was delayed. Chad will follow up.
- 19) **Hail Damage** – Future of some buildings need to be reevaluated. This has been deferred until street project has been completed.
- 20) **Water System Upgrade – Water Meters** – Still moving forward. Chad indicated availability of meter heads could become an issue to microchip shortages and availability.
- 21) **Street Maintenance/crack filling** – This will be evaluated in August/September to see where things stand and available budget.
- 22) **WINGIS** – No discussion
- 23) **DCEO Grant** – No update.
- 24) **Retention/detention pond issues** – No update.
- 25) **Salt purchase** – No discussion.
- 26) **Budget issues** – Nothing beyond what is noted above.
- 27) **Employee Input** – Nothing beyond what is noted above.
- 28) **New Business** – Committee discussed Eagle project proposed by Daniel Blakely-Snyder and was fundamentally in support of it. Consensus was the parking area near the Prairie Path on Faulkner would be the better option. The preferred location would be on the concrete pad and

suggested a surface mount would be better than the inground mount for mowing purposes. At this point we do not know if the change of mount would increase Mr. Blakely-Snyder's cost. Chairman McKinnon will follow up with Mr. Blakely-Snyder.

- 29) **Priority of Attorney Projects – Water Service Disconnections – revise/updated ordinance, RRWRD IGA #2, and any Highlands Open Issues.**
- 30) **Capital Equipment/Sinking Funds – See topic #10.**
- 31) **Downtown Parking/Overnight/Tenant Parking – No discussion.**
- 32) **Tree removal in Right of Way, Pecatonica St. – No discussion.**
- 33) **Sidewalk/Driveway Permit – No discussion.**
- 34) **Trail Head – No discussion.**
- 35) **Part time/seasonal help – No discussion.**
- 36) **IGA Between Village of Winnebago and Winnebago Township - No discussion**
- 37) **Deeding of Willingham Subdivision Property from Midwest Group to Winnebago Park District – No discussion**
- 38) **Stop light at Elida St./Landmark – no discussion**
- 39) **Downtown business snow removal plan – no discussion**
- 40) **Executive Session – None**
- 41) **Next Meetings – Next Public Works Meeting Monday, June 28, 2021, 4:00 PM.**
- 42) **Adjournment – Motion to adjourn meeting by Trustee Graham. Second of motion by Trustee McKinnon. Motion passed unanimously. Meeting adjourned at 4:51 PM**

Respectfully Submitted



Michael R. McKinnon, Public Works Chair

APPROVED: JUNE 28, 2021