

June 28, 2021

Public Works Committee Meeting

Trustees Present: Chairman Mike McKinnon, Trustee Jeremy Graham

Guests: Chad Insko (Director of Public Works), Sally Bennett (Village Treasurer) and Mary Gaziano (Village Attorney)

- 1) **Meeting Called to Order** – The properly posted meeting was called to order at 4:07 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 June 7, 2021** — *Motion to approve minutes with typographical corrections by Trustee Graham. Second of motion by Trustee McKinnon. Motion approved unanimously.*
- 6) **Public Comment**— none.
- 7) **Construction Funding Report** – Engineering design and construction expenses have been updated since last review.
- 8) **Public Works Staffing** –Bryan Zimmerman has completed his 180 probationary period. Chad has completed a performance review with satisfactory results and recommends Mr. Zimmerman be upgraded to a permanent part time employee. *Motion by Trustee Graham to recommend for board approval that Bryan Zimmerman be moved to a permanent part time employee in line with the guidelines in the employee handbook. Second of motion by Trustee McKinnon. Motion passed unanimously.*
- 9) **2021 Street Project (Elida St.)** – Project is in complete short of a few punch list items. Provided these items are satisfactorily completed and a pay request is received in advance of the next board meeting Chairman McKinnon will add the pay request to the next board agenda.
- 10) **Capital Equipment Spending/Purchase/Lease of Dump Trucks** – No update.
- 11) **Repair/Replacement of downtown street lights** – No update. Village has three other open electrical items with contractor. Will revisit this topic in a few months.
- 12) **Highlands Development** – Land is being farmed and perimeter being maintained in line with our agreement. There is some interest in a couple parcels of property. Chad will be meeting with President Eubank on the subject Wednesday, June 30.
- 13) **RRWRD IGA Amendment #2** – Attorney Gaziano working to set up phone call with RRWRD attorney.
- 14) **RRWRD Projects/Activity** – No discussion.

- 15) **Water Rate Study** – Kick off meeting with Fehr Graham has taken place. Necessary information has been exchanged. Project is underway. We expect preliminary information to discuss at August committee meeting.
- 16) **Generator for Village Office** – Unit has not yet arrived.
- 17) **Hail Damage** – No update.
- 18) **Water System Upgrade – Water Meters** – Limited availability of new meters. Requested Attorney Gaziano update necessary ordinances to allow water disconnects to be put in place where necessary.
- 19) **Street Maintenance/crack filling** – This will be evaluated in August/September.
- 20) **WINGIS** – Chad to start conversations with WINGIS to see how we can utilize GEO information available through recently purchased line locator/tracer. Mapping of water mains was a major feature highlighted by WINGIS prior to us signing onto with them.
- 21) **DCEO Grant** – No update.
- 22) **Retention/detention pond issues** – No update.
- 23) **Salt purchase** – Order commitments run from October/October. We have met our purchase obligations for October 2020 – October 2021.
- 24) **Budget issues** – Nothing beyond what is noted above.
- 25) **Employee Input** – Nothing beyond what is noted above.
- 26) **New Business** – Chad indicates there is some activity regarding a possible strip mall located near Dollar General. An escrow has been established. Next step is zoning committee.
- 27) **Priority of Attorney Projects** – Water Service Disconnections – revise/updated ordinance, RRWRD IGA #2, and any Highlands Open Issues.
- 28) **Capital Equipment/Sinking Funds** – See topic #10.
- 29) **Downtown Parking/Overnight/Tenant Parking** – No discussion.
- 30) **Tree removal in Right of Way, Pecatonica St.** – No discussion.
- 31) **Sidewalk/Driveway Permit** – No discussion.
- 32) **Trail Head** – No discussion.
- 33) **Part time/seasonal help** – No discussion.
- 34) **IGA Between Village of Winnebago and Winnebago Township** - No discussion
- 35) **Deeding of Willingham Subdivision Property from Midwest Ground to Winnebago Park District** – No discussion
- 36) **Stop light at Elida St./Landmark** – no discussion
- 37) **Downtown business snow removal plan** – no discussion

38) **Executive Session** – None

39) **Next Meetings** – Next Public Works Meeting Monday, August 2, 2021, 4:00 PM.

40) **Adjournment** – *Motion to adjourn meeting by Trustee Graham. Second of motion by Trustee McKinnon. Motion passed unanimously. Meeting adjourned at 4:37 PM*

Respectfully Submitted



Michael R. McKinnon, Public Works Chair

APPROVED: AUGUST 2, 2021