

August 2, 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) and Mary Gaziano (Village Attorney)

- 1) **Meeting Called to Order** – The properly posted meeting was called to order at 4:01 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 28, 2021** — *Motion to approve minutes by Trustee Graham. Second of motion by Trustee McKinnon. Motion approved unanimously.*
- 6) **Public Comment**— none.
- 7) **Construction Funding Report** – Reviewed report. Treasurer Bennet inquired if the proposed payment to RRWRD (Now Four Rivers) of \$1.4 million would be discussed with the district as the current amortization schedule is based on a \$1.3 million payment. We will take this up in discussion for item #14.
- 8) **Eagle Scout Bench Project at Falconer Rd. & Bike Bath** – After some iterations the current project proposed by Daniel Blakely – Snyder is to provide the village to 6' yellow surface mounted park bench with a Boy Scouts of American donation plaque. The bench would be located and secured to the concrete pad north of the Prairie Path near Falconer Rd. *Motion by Trustee McKinnon to recommend the board accept the proposal as indicated above. Second of motion by Trustee Graham. Motion approved unanimously.* Chairman McKinnon will review the information packet provided by Mr. Blakely Snyder and forward to review by Attorney Gaziano in advance of the board meeting.
- 9) **Final Pay Request for Rock Road – 2021 Street Project** – The project is completed, and contractor has completed punch list items to satisfaction of Public Works staff. Fehr Graham is working on paperwork for the pay request; however, there are some discrepancies in quantities. Chad indicates he expects the final pay request to be in the range of \$302,000 - \$308,000, both of which are under the approved amount of \$328,000. Chairman McKinnon will put this item on the board agenda for Monday, August 9, 2021, provided the complete pay request is received by the village on or before Wednesday, August 4, 2021.
- 10) **Spending Approval for up to \$20,000 to Helm Group for Chip Sealing** – Chad seeking approval for chip sealing in an amount not to exceed \$10,000, for Swift St. between Main St. and McNair Rd. The village will be able to leverage the chip sealing project with the township to minimize mobilization costs and utilize the unit pricing the township received through the county bid. *Motion by Trustee Graham to recommend board approval of chip sealing in an amount not to exceed \$10,000 from account number 01-42-514. Second of motion by Trustee McKinnon. Motion passed unanimously.*

- 11) **Capital Equipment Spending – Truck Purchase** – Public Works staff was able to secure a 1/2T pickup truck with acceptable options. The purchase and trade of current vehicle have been completed within the approval provide by board at the June 14, 2021, board meeting. The payment should be included in the warrant list for the August 9, 2021, board meeting. There is some accessory equipment to be purchased and installed by Public Works staff. This will be completed within the approved amount. Staff has not been able to locate a 3/4T truck that matches up with State (Fleet) pricing. An order has been placed for a 3/4T truck that should be received later this budget year. No action has been taken yet regarding replacement of the medium duty dump truck.
- 12) **Repair/Replacement of downtown street lights** – Chad indicated he has a meeting scheduled for this upcoming Thursday with Thayer lighting to discuss available options. Due to increased costs since the April 2020, event, the village may request insurance reevaluate the allowed amount.
- 13) **Highlands Development** – No discussion.
- 14) **RRWRD IGA Amendment #2** – Attorney Gaziano has been working with Attorney Fitzgerald to ensure all documents including Memorandums and Letters of Understanding are accounted for. Attorney Gaziano will review these documents and summarize open issues including repayment schedule. Once that is complete, we will schedule an internal meeting to review the issues before moving forward to set up a combined meeting with Four Rivers (formerly RRWRD).
- 15) **RRWRD Projects/Activity** – No discussion.
- 16) **Water Rate Study** – Village has been providing Fehr Graham requested information. Public Works staff will be in contact with Fehr Graham Tuesday regarding scheduling of next meeting.
- 17) **Generator for Village Office** – Generator is expected to be delivered this week. Public Works staff will coordinate the installation with the vendor. Chad will also coordinate with office staff as the electrical power will need to be shut down for a period of time.
- 18) **Hail Damage** – Still in progress. Staff will evaluate the best value for the village regarding the damaged Public Works buildings. This task will start to raise in priority as other tasks have been completed.
- 19) **Water System Upgrade – Water Meters** – Things are moving along well. Public Works staff replacing about 6 – 8 meters/month that have failed heads and trying to proactively replace others as well. Targeting approximately 400/year. Plans are to train the new office staff in 1 – 2 months after approximately 120 meters have been replaced.
- 20) **Street Maintenance/crack filling** – See item 10.
- 21) **WINGIS** – No discussion.
- 22) **DCEO Grant** – No update.
- 23) **Retention/detention pond issues** – No discussion.
- 24) **Salt purchase** – No discussion.
- 25) **Budget issues** – Nothing beyond what is noted above.

- 26) **Employee Input** – Sally briefly discussed the software for online viewing of utility bills and payments. Initial cost is \$800 with annual maintenance cost of \$600/year. One issue with software is it would not be compatible with E-Pay and credit card fees would be slightly higher which has been viewed as a negative. Sally indicates she believes village office staff labor time savings would more than offset the increased cost. Committee suggested Sally draft a one-page summary outlining all the costs and the anticipated time savings so Trustees could have a clear view on the cost and benefits.
- 27) **New Business** – None
- 28) **Priority of Attorney Projects** –RRWRD IGA #2
- 29) **Capital Equipment/Sinking Funds** – See topic #11.
- 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, August 30, 2021, 4:00 PM.
- 41) **Adjournment** – *Motion to adjourn meeting by Trustee Graham. Second of motion by Trustee McKinnon. Motion passed unanimously. Meeting adjourned at 5:10 PM*

Respectfully Submitted



Michael R. McKinnon, Public Works Chair