

October 4, 2021

**Public Works Committee Meeting**

Trustees Present: Chairman Mike McKinnon, Trustee Jeremy Graham and Trustee Adam LeFevre

Guests: Chad Insko (Director of Public Works), Jimmy Johnson (Supervisor of Streets), Sally Bennett (Village Treasurer), Mary Gaziano (Village Attorney), Seth Gronewold (Village Engineer), Jeff Jacobson (Fehr-Graham)

- 1) **Meeting Called to Order** – The properly posted meeting was called to order at 4:00 PM and was conducted in person and by Tele/Video Conference as allowed by governor's extended executive order. Trustees McKinnon and Graham were present at the village office.
- 2) **Disclosure of any Conflict of Interest** – none
- 3) **Changes to Agenda** – We will move Item 11 Water Rate Study up in the agenda ahead of Item 8, and Fehr-Graham staff can leave after the discussion if they choose.
- 4) **Approve Agenda** – *Motion to approve agenda by Trustee Graham. Second by Trustee LeFevre. Motion passed unanimously.*
- 5) **Approval of Public Works Meeting Minutes from August 30, 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** – Treasurer Bennett sent recent revision of report shortly before the meeting. Reviewed and discussed the report. Treasurer Bennett commented during discussion of the Water Rate Study the recommendation was to stay with the \$1.3 million initial payment to Four Rivers and not the \$1.4 million which has been discussed more recently. We have a very favorable interest rate, and this would provide the village with more flexibility. Ms. Bennett also noted since the entire Elida Street Road project was covered by MFT funds we did not need to pull from the sinking fund for road projects. The committee consensus was to stay with the originally planned \$1.3 million payment and amortization schedule.

(Attorney Gaziano Joined the meeting approximately 4:18 PM)

- 8) **Water Rate Study** – Seth Gronewold and Jeff Jacobson presented their updated draft of the Water Rate Study, that included financials for Fiscal year 2020. The plan is based on the recommendation that all ARPA (American Rescue Plan Act of 2021) funds would be dedicated to Water Infrastructure. With these funds allocated to water infrastructure, the rate study indicated a minimum increase of 4% would be required and recommended a 5% increase each year over the next five years for water system billing rates. This would result in \$75,000 of additional annual funds by 2025 to support the needs of the water system. In absence of the ARPA funds, the rate of increase would be substantially higher. Fehr Graham noted the CPI increase for public works projects increased over 4% from 2020 to 2021. Trustee LeFevre had provided an opinion on the rates and also noted a 4% increase would result in a deficit and recommended a 5% increase to try and stay ahead of the costs. He stated he would like to see the water rates self-sustaining without outside funds. Fehr Graham commented the water system currently benefits from a 1% sales tax; however, this expires in 2032 unless it is reaffirmed through a referendum. Treasurer Bennett commented there are still \$300,000 of O & M funds being held in the account noted "G. O. Bond Fund" that might be appropriate to factor into the study. The consensus of the committee was the draft study appears to be nearly

complete but we were hesitant to take a committee vote on it at this point so all committee members can take a final look at it. We will put this as an action item for the board agenda. Action on it would require a motion and a second as opposed to recommendation from committee. If any committee member note change required, please communicate this to Chad by middle of day Thursday.

- 9) **Four Rivers Sanitation District (Formerly RRWRD) IGA Amendment #2** – Attorney Gaziano provided an e-mail that she has scheduled a meeting with Attorney Fitzgerald for October 14, 2021. She will prepare an e-mail to the committee on what she believes are the open items. We advised based on earlier conversation that changing the initial payment and adjusting the amortization schedule no longer appears to be an open item. One of the priorities would be the potential parcel the district is interested in acquiring and the upgrade of Winnebago St. Chad indicated he received communication from the District that they believe we have not responded to this issue and they had expected this would have been completed by now.
- 10) **Farmland Rental Agreement** – Current lease agreement expires in February 2022. Mr. Mitchell would like to plant winter wheat which would provide him financial benefit and also further improve the soil for land use going forward. The crop would not be harvested until after the expiration of the current agreement. It is the consensus of the committee to extend the agreement a minimum of one additional year or possibly a multiyear agreement providing necessary protections to the village. Committee requests Attorney Gaziano to review and update agreement so we can take action at the upcoming board meeting.
- 11) **Street Roller Lease Agreement** – Chad has made the committee aware of a host of informal borrowing of equipment from friends, vendors, and other municipalities that have allowed the village to save thousands of dollars on small road repairs over the years. These are frequently after water main repairs where road refinishing is required. These smaller projects would be costly as the larger contractors tend to have high mobilization costs. The village staff is capable of doing the work as long as they can secure suitable equipment. In the last few weeks, the village had a combination of projects that totaled 1,660 sq. ft. and contractor cost for the repairs would have been about \$35,000. Village staff was able to complete these repairs for approximately \$1,900 in material and borrowing of a street roller. This could have been costly if village staff could not secure the equipment. This highlighted a risk and an opportunity. A used roller of sufficient capability and quality would be approximately \$30,000. The owner of the equipment would be willing to rent/lease the equipment to the village on an extended basis for \$3,000/year. The village would house the roller but would provide owner the use of the equipment if needed. The village would be responsible for maintenance and repair of the equipment while in their possession. Attorney Gaziano questioned insurance protection to the village. The committee consensus was to move forward in drafting an agreement. Treasurer Bennett will request Kelly Symonds investigate insurance requirements on the equipment.  
  
(Trustee LeFevre left the meeting at approximately 5:00 PM)
- 12) **Eagle Scout Bench Project at Falconer Rd. & Bike Bath** – Mr. Blakely-Snyder indicated one page of the necessary documents was not signed. I have requested him drop off the necessary form to the Village Office so President Eubank can sign it. Chad will coordinate with Mr. Blakely-Snyder reading timing of the bench and installation.
- 13) **Capital Equipment Spending – Truck Purchase** – 3/4T truck is on order. No scheduled build date provided. This may likely need to be a carryover budget item for 2022.
- 14) **Repair/Replacement of downtown streetlights** – Chad indicated he is working with Thayer Lighting on incentive paperwork. Lighting for Cannell-Puri is in stock and will likely be completed

first. Lights for downtown need to be ordered but project should also be completed in the near future. Willingham will be the last of three projects completed.

- 15) **Highlands Development** – Chad indicated there is a party that may be interested in a platted lot. We previously had secured the services of Fehr Graham to take the lead on this but that was primarily intended for property that was not already platted. It would seem to make sense for President Eubank to contact interested party before turning this over to Fehr Graham. If President Eubank deems it necessary, he can involve Fehr Graham. Chad will provide details to President Eubank and Attorney Gaziano. Attorney Gaziano can assess any preliminary information President Eubank may require.
- 16) **Four Rivers Sanitation District (Formerly RRWRD) Projects/Activity** – Chad indicates he received feedback from District personnel indicating they believed Winnebago had not responded regarding tentative acquisition of property and road upgrade to Winnebago Rd. Uncertain which side did not properly follow through, but this topic will be discussed when Attorney Gaziano meets with Direct attorney on October 14.
- 17) **Generator for Village Office** – Everything is completed. Weekly tests are being completed. All is good and this item will be closed.
- 18) **Hail Damage** – No discussion other than street light issues discussed in item 14.
- 19) **Water System Upgrade – Water Meters** – Still having difficulty getting meters. Public works currently has no inventory.
- 20) **Street Maintenance/crack filling** – No discussion.
- 21) **WINGIS** – No discussion.
- 22) **DCEO Grant** – No update.
- 23) **Retention/detention pond issues** – No discussion.
- 24) **Salt purchase** – State is rebidding the contract. Public works currently has inventory on hand and hopefully it is not needed for a couple of months. Anticipate a recommendation for purchase at the next Public Works Committee meeting.
- 25) **Budget issues** – Nothing beyond what is noted above.
- 26) **Employee Input** – Nothing in addition to items documented above.
- 27) **New Business** – None
- 28) **Priority of Attorney Projects** – Farmland rental agreement, District IGA Amendment #2, Street roller rent/lease agreement.
- 29) **Capital Equipment/Sinking Funds** – See topic #13.
- 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) **Downtown business snow removal plan** – no discussion
- 38) **Executive Session** – None
- 39) **Next Meetings** – Next Public Works Meeting Monday, November 1, 2021, 3:30 PM.
- 40) **Adjournment** – *Motion to adjourn meeting by Trustee Graham. Second of motion by Trustee McKinnon. Motion passed unanimously. Meeting adjourned at 5:22 PM*

Respectfully Submitted



Michael R. McKinnon, Public Works Chair

Approved: November 1, 2021