

November 1, 2021

**Public Works Committee Meeting**

Trustees Present: Chairman Mike McKinnon, Trustee Jeremy Graham present at the Village Hall, Trustee LeFevre absent

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

**Meeting Called to Order** – The properly posted meeting was called to order at 3:30 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.

- 1) **Disclosure of any Conflict of Interest** – none
- 2) **Changes to Agenda** – No changes to the agenda were noted.
- 3) **Approve Agenda** – *Motion to approve agenda by Trustee Graham. Second by Trustee McKinnon. Motion approved on roll call vote of those present.*
- 4) **Approval of Public Works Meeting Minutes from October 04, 2021** — *Motion to approve minutes by Trustee Graham, second by Trustee McKinnon. Motion approved by roll call vote by those present.*
- 5) **Public Comment**— none.
- 6) **Construction Funding Report** – Treasurer Bennett commented on one significant change to the reduction of the payment to RRWRD in December from \$1.4 million to \$1.3 million also changed the amortized amount. This in effect changed the Total Annual Payment amount noted in the report, from approximately \$415,000 to \$421,608.70 since last month.

Mrs. Bennett is proposing to Finance the balance of the AZAVAR agreement, which was a 60/40 split, to refund the tax portion they recovered approximately a year and half ago. This was a 36-payment agreement, and she is proposing to Finance that we pay the remaining balance of about \$900 (this is for months 24-36). Mr. McKinnon stated that he would let Finance make that decision.

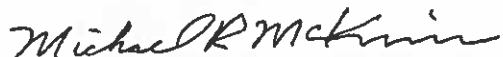
- 7) **Four Rivers Sanitation Authority (Formerly RRWRD) IGA Amendment #2** – Attorney Gaziano met with Attorney Fitzgerald, of FRSD and went through the concerns we have had through various meetings and discussions. Attorney Fitzgerald is preparing Amendment #2, it had been started but in a rough draft form by Attorney Hanley prior to his leaving, however it did not get circulated. They discussed the Letters of Understanding and Memorandums of Understanding and incorporating them into Amendment #2 if not already in Amendment #1. Attorney Gaziano stated to Attorney Fitzgerald that it is a Board decision. She also stated that after reviewing the original agreement, she will try to make sure for posterity purposes that there is documentation to show what is referenced in the agreement. Attorney Gaziano recommended that Mrs. Symonds prepare a binder that contains the original agreement, the Letters of Understanding, and Memorandums.
- 8) **Farmland Rental Agreement** – Attorney Gaziano stated that a resolution for the extension of the agreement was approved at the Board Meeting of October 11, 2021.

- 9) **Street Roller Lease Agreement** – Attorney Gaziano will prepare a resolution to affirm the lease agreement to present at the November board meeting.
- 10) **Water Rate Study – Fehr Graham** – Attorney Gaziano is incorporating the information for the water rates and will draft the new water rate ordinance, and should be ready for the November 08, 2021 Board Meeting.
- 11) **Salt Purchase** – The good news is this year's price is \$69.65 per ton which is a reduction from last year's price of \$89.81 per ton in 2020. The current order is approximately 5 loads, and not to exceed \$10,000. *Recommendation from the Committee for Board approval up to \$10,000 from 01-42-514 was made by Mr. Graham, second by Mr. McKinnon. Motion carried on roll call vote of those present.*
- 12) **Capital Equipment Spending – Truck Purchase** – There was no update.
- 13) **Repair/Replacement of downtown streetlights** – The order has been placed but some items on backorder.
- 14) **Eagle Scout Bench Project at Falconer Rd & Bike Path** – Mr. Insko stated the last update from Mr. Blakely-Snyder was on October 27, 2021. Mr. Blakely-Snyder stated that he was checking on the mounting holes for placement of the bench, since then there has been no further update.
- 15) **Highlands Development – Open Items** – There was no update
- 16) **Four Rivers Sanitation District (Formerly RRWRD) Projects/Activity** – This is the calendar year for the high-pressure jetting in Greenlee Subdivision for the sanitary sewer. Some residents may experience clean water coming through drains and toilets which depends on the proper venting and pressure used while running the equipment. Property access and extension of Winnebago Street likely to be key projects once IGA Amendment #2 is finalized.
- 17) **Hail Damage/Repair** – Mr. Insko stated that this is in process.
- 18) **Water System Upgrade – water meters** – A shipment of 24 meters were received two weeks ago, with another 24 meters scheduled to arrive. There is still a delay in inventory availability but looking to get about 50 meters replaced by the end of the November, with another 50 before the end of December. The expectation was to have 400 meters replaced this year, however only 140 have been installed to date. Mr. Insko stated that if weather cooperates the goal is to have a total of over 200 or close to 300 completed by year end.
- 19) **Street Maintenance/crack filling** – There is a change in sales representative for equipment and material. A new source for this is in process, with the possibility to demo a unit with the purchase of material. The current inventory of material has been consumed for the year and will not be carried over to the next year.
- 20) **WINGIS** – no update
- 21) **DCEO Grant** – The last update is that DCEO Grant has again been pushed back.
- 22) **Retention Pond Issues** - No discussion
- 23) **Budget issues** – No feedback on submitted budget.
- 24) **Employee Input** – Mr. Insko stated there was discussion at Admin Meeting regarding CPI increase at calendar year and Merit increases at anniversary (hire) date and he is on board with

that if the budget can support that, but not is requesting pay adjustments for past anniversary (hire) date.

- 25) **New Business** – At the Special Board meeting on October 27, 2021, information regarding the Rebuild Downtown Grant opportunity with help from Region 1 Planning was discussed. Mr. Insko indicated that the trailhead and full-service restroom at the downtown park were items to be included in the grant. Some of the drawings are completed but will need utilize Fehr-Graham in adjusting the siting of the building with minimal engineering involvement.
- 26) **Prioritized List of Village Attorney projects** – The draft of the ordinance for water rates, and resolution for the street roller lease, as well as continuation of the Four Rivers Sanitary Authority activity as information becomes available.
- 27) **Capital Equipment/Sinking Fund** – No discussion
- 28) **Downtown Parking/Overnight/Tenant Parking** – No discussion.
- 29) **Tree removal in Right of Way, Pecatonica St.** – No discussion.
- 30) **Sidewalk/Driveway Permit** – No discussion.
- 31) **Trail Head** – No discussion.
- 32) **Part time/seasonal help** – No discussion.
- 33) **IGA Between Village of Winnebago and Winnebago Township** - No discussion
- 34) **Deeding of Willingham Subdivision Property from Midwest Ground to Winnebago Park District** – No discussion
- 35) **Downtown business snow removal plan** – no discussion
- 36) **Executive Session** – None
- 37) **Next Meetings** – Next Public Works Meeting Monday, November 29, 2021, 3:30 PM.
- 38) **Adjournment** – *Motion to adjourn meeting by Trustee Graham. Second of motion by Trustee McKinnon. Motion passed unanimously. Meeting adjourned at 4:10 PM*

Respectfully Submitted



Michael R. McKinnon, Public Works Chair

APPROVED: NOVEMBER 29, 2021

Prepared by recording of meeting:  
Kellie Symonds,  
Deputy Clerk