

November 29, 2021

### Public Works Committee Meeting

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

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

- 1) **Meeting Called to Order** – The properly posted meeting was called to order at 3:31 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** – No changes to the agenda were noted.
- 4) **Approve Agenda** – *Motion to approve agenda by Trustee Graham. Second by Trustee LeFevre. Motion approved on roll call vote.*
- 5) **Approval of Public Works Meeting Minutes from November 1, 2021** — *Motion to approve minutes by Trustee Graham, second by Trustee LeFevre. Motion approved by roll call vote.*

Trustee McKinnon mentioned it was the first attempt to have the office staff prepare the minutes of the meeting. Mrs. Symonds will be utilizing the voice recognition feature of GoToMeeting to assist in preparing the minutes in the future.

- 6) **Public Comment**— none.
- 7) **Construction Funding Report** – Trustee McKinnon stated that Treasurer Bennett has been at training and was not able to provide the report, and since the last meeting there has not been new activity.
- 8) **Four Rivers Sanitation Authority (Formerly RRWRD) IGA Amendment #2** – Attorney Gaziano stated that she met with Attorney Fitzgerald and had received paperwork for historical reasons that they agreed would be exchanged, but she had not received anything in terms of an update as far as language for the amendment to the IGA. This afternoon Attorney Fitzgerald provided a summary of the utility invoices he had found so far, and who has those utilities. She will forward this information to all. Attorney Fitzgerald will have Ben Christiansen (district surveyor) update the plat and will forward this information also. Attorney Fitzgerald has not updated the IGA but is working on it.,

Attorney Gaziano provided him an informational list they discussed, and he is working through that also.

- 9) **Water Tank #1 Equipment Repairs** – Mr. Insko confirmed this is the water tank on East Main Street. It is older, but more recently refurbished and painted. Recently there has been requirements for putting mixers in the tanks for water quality reasons and to mix to minimize freezing. These mixers have submersible motors. There are few NSF approved mixers on the market. The original install was \$18,000, which has tripped out several times due to power outages, surges for other reasons. We were not sure and were not able to get it reactivated following our last committee meeting.

Mr. Insko has received pricing from one vendor for a replacement motor just under \$10,000. Mr. Insko asked for committee approval of up to \$10,000 however, he will continue to look into other options.

*Trustee LeFevre made the motion to approve the expenditure of up to \$10,000 for the motor replacement. Second by Trustee Graham. Motion approved by roll call vote.*

Mr. Insko suggested account number 51-44-651 for this expense.

Trustee McKinnon stated that since this expense exceeds the \$7,500 limit the Board approval is needed.

Trustee McKinnon asked if the existing motor can be rebuilt after finding a replacement. Mr. Insko stated that is an option and being discussed but is not included in that price tag.

Trustee Graham stated there was not enough in the account suggested. Treasure Bennett noted that a line-item transfer can be made that possible.

Mr. Insko then stated to take the expense from the Depreciation account. Treasurer Bennett suggested using the originally suggested account, either Operating Supplies or possibly Small Equipment to properly classify the expense, then do a line-item transfer to cover.

- 10) **Street Roller Lease Agreement** – This is still an open contract with the lessee. Mr. Mitchell had signed the original agreement, but at the last board meeting an agreement with changes were proposed and he was not willing to sign. President Eubank was to look into this. Mr. Insko proposed preparing a resolution to ratify a lease agreement in the event that the agreement is worked out between now and then. Attorney Gaziano will prepare the resolution to ratify this agreement.
- 11) **Water Rate Study – Fehr Graham** – The new water rate ordinance was set aside at the last Board Meeting to allow the committee a chance to look it over. Trustee McKinnon noted that everything appears to be in line with the increases discussed, with exception of the sewer connection fee for services up to 1". This fee jumped from 2021 to 2022 then stays constant where everything else came down with the adjusted rate. Attorney Gaziano will look in this. Trustee McKinnon will also take another look at the document and get with Mr. Insko.
- 12) **Capital Equipment Spending – Truck Purchase** –Mr. Insko provided an update regarding the ¾ ton truck, stating that he spoke to the dealer earlier today and is scheduled as a January 10<sup>th</sup> build. The supply chain is still a concern. Trustee McKinnon asked about the larger dump trucks. Mr. Insko stated he has local vendors looking. If one is found Mr. Insko stated, he may move on it.
- 13) **DCEO Grant** – Mr. Insko reported that we are still delayed on the water main grant. We have provided the budget/ask and scope for the Downtown Main Street Grant, which includes trying to acquire the old depot building, architectural improvement to the depot building, pedestrian walkway to the depot building and to the bike path, amenity improvement to the bicycle trailhead including restrooms and facilities for changing and showering, lighting of the trailhead, charging stations for electric vehicles at the trailhead, parallel parking at the southern end of Benton Street block downtown in addition to ADA compliant sidewalks and ramps for pedestrian ways to the business district, and engineering costs. The grant ask is about \$ 400,000 with the village matching up to \$50,000 from Community Development. This was board approved for the grant filing not to exceed \$8,000. Mr. Insko stated that Region 1 Planning is doing the letters of support to the state representative, county chairman and other district representatives and other village entities such as school district, fire department, etc. We are following the recommendations by Region 1 Planning. Mr. McKinnon asked what the timeline is for the grant. Mr. Insko stated that the letters are to go out this week.

Treasurer Bennett stated she will put this in the budget in Community Development

Attorney Gaziano returned to comment on the Water Rate Study for the sewer connection fees. Attorney Gaziano stated that for residents living in the village the connection fee is \$4000 and non-resident is \$6000. Mr. McKinnon stated he was referring to the 2017 ordinance for that item which was \$3200. Chad Insko confirmed it was the intent to establish all resident sewer connection fees at \$4,000 where buy in fees were paid.

- 14) **Repair/Replacement of downtown streetlights** – Mr. Insko stated that they are 99% done for all project areas which includes corners, downtown, and at Willingham subdivision. There remains one light on backorder until March of 2022.
- 15) **Eagle Scout Bench Project at Falconer Rd & Bike Path** – Mr. Insko stated he has been in communication with Mr. Snyder. Mr. Snyder informed Mr. Insko that the bench is ordered and had hoped to have before the Holiday. Mr. Snyder will call when bench arrives. Mr. Insko stated the prep work has been completed for the bench installation.
- 16) **Highlands Development – Open Items** – There was a straw poll taken of the village trustees to allow the snowmobile club access to the newly acquired properties which was approved. Mr. Insko will speak with President Eubank regarding the AD Hoc Committee for marketing the property.
- 17) **Four Rivers Sanitation District (Formerly RRWRD) Projects/Activity** – Mr. McKinnon made mention to the jetting of the lines next year.
- 18) **Hail Damage/Repair** –Mr. Insko will have requirements on this in the future. Treasurer Bennett stated that she will be providing quotes for the updates to the Village Hall.
- 19) **Water System Upgrade – water meters** – Mr. Insko stated that the supply chain is still a problem. We have installed all the meters we have received. Mr. Insko speaks weekly with the supplier to get updates.
- 20) **Salt Purchase** –Mr. Insko suggested asking the for an additional \$5,000 salt purchase *Trustee Graham made the motion for the purchase \$5,000 Second by Trustee LeFevre. Motion approved by roll call vote.*
- 21) **Street Maintenance/crack filling** – No discussion
- 22) **WINGIS** – No discussion
- 23) **Retention Pond Issues** - No discussion
- 24) **Budget issues** – No discussion
- 25) **Employee Input** – No discussion
- 26) **New Business** – Trustee Graham discussed the Bago Jingle & Mingle event in Mr. Insko will place the barricades, Police will monitor, and the organization will be responsible for cleanup. Mr. Insko stated that the straw poll of the trustees was in favor of the 6:15 PM barricade of the street. Trustee Graham confirmed that the dumpster to be used for cleanup would be located at the lighted diamond. Mr. Insko commented that he did state in an email that if needed the dumpster will be available at 600 W Soper Street.

- 27) **Prioritized List of Village Attorney projects** – Attorney Gaziano is to continue follow through with the district on any activities with the agreement.
- 28) **Capital Equipment/Sinking Fund** – No discussion
- 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) **Downtown business snow removal plan** – No discussion
- 37) **Executive Session** – None
- 38) **Next Meetings** – Next Public Works Meeting Monday, December 27, 2021, 3:30 PM.
- 39) **Adjournment** – *Motion to adjourn meeting by Trustee LeFevre. Second of motion by Trustee Graham. Motion passed unanimously. Meeting adjourned at 4:22 PM*

Respectfully Submitted

Michael R. McKinnon, Public Works Chair

APPROVED: December 27, 2021

Prepared by recording of meeting:  
Kellie Symonds,  
Deputy Clerk