

Public Works Committee Meeting

Trustees Present: Trustee Graham was present at the Village Hall, Committee Chairman McKinnon and Trustee Adam LeFevre attended remotely.

Guests attending remotely: Chad Insko (Director of Public Works), Jimmy Johnson (Supervisor of Streets), Mary Gaziano (Village Attorney); Guest attending in person: Sally Bennett (Village Treasurer),

- 1) **Meeting Called to Order** – The properly posted meeting was called to order at 4:02 PM and was conducted in person and by Tele/Video Conference as allowed by governor's extended executive order. Trustee Graham was present at the village office.
- 2) **Disclosure of any Conflict of Interest** – No conflict of interest was noted.
- 3) **Changes to Agenda** – No changes to the agenda.
- 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 December 27, 2021** — *Motion to approve minutes by Trustee Graham, second by Trustee LeFevre. Motion approved by roll call vote.*
- 6) **Public Comment**— none.
- 7) **Construction Funding Report** – Trustee McKinnon stated Mrs. Bennett distributed the Construction Funding report. Mrs. Bennett made the comment that she has removed the quarterly RRWRD section and added a section called Approved Expenses. This would reflect what has been approved by the Board and at year end what had been purchased and what had not what may need to be carried into the next year.
- 8) **Four Rivers Sanitation Authority (Formerly RRWRD) IGA Amendment #2** – Attorney Gaziano stated she had received Attorney Fitzgerald's proposed amendment. She will review the document to make sure that the concerns had been addressed she will forward to everyone for their comments.
- 9) **Water Tank #1 Equipment Repairs** – Mr. Insko stated that the parts have been ordered and will schedule the installation when weather improves. They were not able to get better pricing and learned that the mixer was unrepairable and will accept the core for trade in.
- 10) **2022 Street Project** - Mr. Insko stated that the committee should have received a proposal from Fehr-Graham for design engineering and construction engineering of \$20,100.

This year's project includes Jessica Trail, and due to the large amount of surface and based on the last unit price we were not able to add Stephanie Trail into the scope of the project. **Mr. Insko anticipates the project cost to be about \$200,000 for the asphalt overlay, crack control, sanitary sewer, and manhole adjustments.** Mr. Insko stated they would not be using Motor Fuel Tax funds for this project.

Trustee Graham made the motion to recommend to the Board for their approval the agreement with Fehr Graham for the 2022 Street Project to be funded from account number 01-42-532, second by Trustee LeFevre. Motion approved by roll call vote.

- 11) **Capital Equipment Spending – Truck Purchase** – Mr. Insko informed the committee the build is complete and anticipated delivery date around February 8th. It will then need to be outfitted which has been scheduled. Trustee McKinnon asked for an update on the dump trucks. Mr. Insko stated that fleet dump trucks (on the lot) costs are \$5,000-\$10,000 over MSRP. The time frame is 18-24 months to order on a Ford chassis. Staff is evaluating option of ordering a new unit.
- 12) **DCEO Grant** – Mr. Insko stated awards for the most recent grants submitted are to be released mid-February. Mr. Insko has attended seminars and webinars remotely with Region 1 Planning and they are doing a good job in keeping him updated on the current projects.
- 13) **Highlands Development – Open Items** – Trustee McKinnon will follow up with contacting President Eubank to set a date for the next meeting.

Mrs. Bennett raised the question regarding the MFT funds in the budget since they were not being used for the 2022 Street Project proposal. Mr. Insko responded that he would like to keep the funds in the budget should the volatile cost of oil and inflation increase the project cost. The standard practice is to do a larger project every 3 years using the MFT funds as was done on Elida Street last year. This year and next will be both General Fund projects with the third year using MFT Funds.

- 14) **Four Rivers Sanitation District (Formerly RRWRD) Projects/Activity** – No discussion.
- 15) **Water System Upgrade – water meters** – Mr. Insko stated the supply chain has improved and the project is moving along with 240 meters installed and 20 are scheduled. In 2021 the target was 400 but was able to install larger meters at the school and some business which did impact the budget in a different time frame than was anticipated. Mr. Insko shared a few positive reports of the usefulness of the new meters and the technology.
- 16) **Street Roller Lease Agreement** – This is now complete.
- 17) **Eagle Scout Bench** – Trustee McKinnon stated that a photo opportunity with Mr. Snyder would be beneficial for his project.
- 18) **Salt Purchase** – The current supply is good since demand has been minimal this year.
- 19) **Hail Damage/Repair** - Mr. Insko has had discussion with contractor and is working on the project.
- 20) **Street Maintenance/crack filling** – No discussion
- 21) **WINGIS** – No discussion
- 22) **Retention Pond Issues** - No discussion
- 23) **Budget issues** – No discussion
- 24) **Employee Input** – Mr. Insko took a moment to recognize Zoning Chairman Van Sickle for his contribution to the community.
- 25) **New Business** – No discussion
- 26) **Prioritized List of Village Attorney projects** – No discussion

- 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** – Mr. Insko addressed the sidewalk and driveway permitting and would like to see this handled by Mr. Manheim and move this up on the priority list. Trustee McKinnon will contact Mr. Manheim prior to the next meeting and learn what he has done with other communities.
- 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, February 28, 2022, 6:00 PM.
- 38) **Adjournment** – *Motion to adjourn meeting by Trustee Graham. Second of motion by Trustee LeFevre. Motion passed unanimously. Meeting adjourned at 4:36 PM*

Respectfully Submitted

Michael R. McKinnon, Public Works Chair

APPROVED: March 2, 2022

Prepared by recording of meeting:
Kellie Symonds,
Deputy Clerk