

Public Works Committee Meeting

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

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

- 1) **Meeting Called to Order** – The properly posted meeting was called to order at 6:00PM 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 McKinnon. Motion approved on roll call vote of those present.*
- 5) **Approval of Public Works Meeting Minutes from February 3, 2022** — *Motion to approve minutes by Trustee Graham, second by Trustee McKinnon. Motion approved by roll call vote of those present. Trustee McKinnon noted a minor correction in section 13.*
- 6) **Public Comment**— none.
- 7) **Construction Funding Report** – Trustee McKinnon stated Mrs. Bennett distributed the Construction Funding report.
- 8) **Dollar General Escrow** – Sally Bennett commented that this is the first project since passing the UDO. The Village received the \$5,000 escrow from the Dollar General when the project began, after paying out for engineering and legal expenses related to the project the balance of the escrow is now \$2,196, and according to the UDO, which states that they are to replenish up to the \$5,000 balance when it drops below \$2,500. At this point the project is coming to an end. She asked if it is necessary for Dollar General to replenish the balance. Attorney Gaziano replied that it seems reasonable that since they are nearing the end of the project to hold off for now. Trustee McKinnon agreed as long as there is no additional anticipated engineering or legal costs. Mr. Insko asked that the escrow not be released yet, and to hold the street cut deposit, until the walking path is finished. The weather has caused some delays for this to be completed. He estimates it could be a cost of about \$8,000 to complete the path. Trustee McKinnon asked Mr. Insko to check with Mrs. Symonds regarding the amount of the street deposit. Trustee McKinnon will get the information and speak with President Eubank. Attorney Gaziano will review the UDO language regarding the escrow. Mrs. Bennett added that Travis Munn, the engineer on the project, has been very good to work and the process has been nice.
- 9) **Four Rivers Sanitation Authority (Formerly RRWRD) IGA Amendment #2** – Attorney Gaziano sent a draft prior to the committee meeting of the Four Rivers Agreement #2. Attorney Gaziano stated she and Attorney Fitzgerald are in discussions of the revisions. She is waiting for the committee to review the recent document to make sure all items are addressed.
- 10) **Water Tank #1 Equipment Repairs** –Mr. Insko commented that it is not an essential regulatory piece, but he anticipates in the next 30 – 90 days it should be done.

- 11) **2022 Street Project** - Mr. Insko stated that he spoke with Mr. Gronewold today, and the spec book and design is completed, and he will have it for review tomorrow and ready to be advertised for bids next week. The intended bid opening would be April 5, with the intention to have it for Board approval at the meeting on April 11, 2022. The bid date can be adjusted depending on the date of the next committee meeting, possibly April 4 if the committee is held on that night.
- 12) **Capital Equipment Spending – Truck Purchase** – Mr. Insko provided the executive summary and resolution for the 2022 Chevy Silverado 2500HD, as was utilized by the Police Department for their recent vehicle purchase. *Motion to authorize the attorney to review the draft resolution and then recommending for approval was made by Trustee Graham, second by Trustee McKinnon. Motion carried on the roll call vote of those present.*

Mr. Insko requested approval to purchase a 1-ton dump truck which is in the budget for 2022. (Budget amount was \$90,000). He stated if it is ordered now, we may not see it until November. The chassis and the body outfit including the hydraulics, dump box, and salt spreader. Completely outfitted is not to exceed \$90,000, \$42,000 - \$45,000 for chassis, and \$42,000 - \$45,000 for body outfit. *Motion to approve moving forward to draft resolution to order one ton Chevy truck and equipment not to exceed \$90,000 was made by Trustee Graham and second by Trustee McKinnon. Motion carried on roll call vote of those present.*
- 13) **DCEO Grant** – Mr. Insko had a discussion with Mr. Gronewold who informed him that no decision has been made on the Water Main Project Grant. Mr. Insko will reach out to get update on the project from Region 1.
- 14) **Highlands Development – Open Items** – Trustee McKinnon stated that a meeting is scheduled for March 9, 2022 to discuss the concepts and options to move forward.
- 15) **Four Rivers Sanitation District (Formerly RRWRD) Projects/Activity** – Mr. Insko asked if Attorney Gaziano was waiting for Four River's attorney as he expects activity to increase very soon. Attorney Gaziano stated Attorney Fitzgerald was going to do revisions based on their meeting, and those have been sent out, but she is relying on the committee to review them and make sure everything has been addressed.
- 16) **Water System Upgrade – water meters** – Mr. Insko stated the supply chain has improved, but at budget time it was not budgeted sufficiently. However, funds are in contingency and will do line-item transfers to catch up to the quota. They are presently averaging 24 per month. Mr. Insko said the plan is to continue the 24 per month average to make up for what was not completed last year.
- 17) **Sidewalk/Driveway Permitting** – Trustee McKinnon stated he spoke with Mr. Manheim. Mr. Manheim advised that the best overall system he works with is in Oregon. Trustee McKinnon will review the information he received from Mr. Manheim, and that it is A.D.A. appropriate as well.
- 18) **Eagle Scout Bench** – Trustee McKinnon will coordinate with the Gazette to get some recognition for Mr. Blakely-Snyder's generous donation to the bike path.
- 19) **Salt Purchase** – Discussed under construction funding item. Mrs. Bennett asked to change the procedure for the road salt like the replacement meter expenditures which does not need to pre-approval at the board level prior to each purchase. She suggested the approval be up to the limit of the state bid amount. Trustee McKinnon asked Mr. Insko if there is an expectation of additional spending for salt yet this year. Mr. Insko indicated there will be an additional purchase. Trustee McKinnon asked about the time frame to purchase the minimum, and Mr. Johnson stated that it is due by April 30th.

Trustee McKinnon stated that the committee would determine in October the minimum to be purchased and recommend to the board for approval in November, understanding that some of the cost may be in the current year and some may rollover into next fiscal year. At year end the committee would make the decision of the amount to roll into the next fiscal year or if that is exceeded, then an approval would be needed for the additional cost to cover the need.

Mrs. Bennett stated the use of the construction worksheet will be helpful in tracking those purchases and balance of the approved amounts. The invoices so far this year total \$18,512.27. (\$5,137.38, \$6,652.27, and \$6,722.62). The committee has approved a total of \$21,000 for salt purchases (\$10,000, \$ 5,000, and \$6,500). *Trustee McKinnon made the motion to approve up to \$8,500 to reach the annual estimated average of \$30,000 for salt purchases this year, second by Trustee Graham. Motion approved on roll call vote of those present.*

- 20) **Hail Damage/Repair** – Mr. Insko stated he met with a contractor regarding the Public Works building improvements. This includes space for truck washing and for safe handling of the equipment, but construction materials have increased, and the previous quote has lapsed. The space is a 60x90 footprint. A rough drawing of the shell and concrete was approximately \$100,000 but estimates are now closer to \$140,000 with the price increases.

Mr. Insko also addressed the repair of the lighted diamond lights and scoreboard. He stated that a third party will visit the site to assess the lighted diamond needs since that was the recommendation of our risk management representative. There is expected to be an increase of activity within the next couple of years at the diamond. Mrs. Bennett stated that the insurance claim estimate was \$12,432 for the lights, and \$4,374 for the pavilion, and asked if this can be used for the scoreboard. Mr. Insko stated that the cost for the scoreboard is between \$12,000-\$15,000 and that \$50,000 does not begin to cover the cost of the lights, since they are not up to current code. Mrs. Bennett spoke with Michelle Cunningham of the Winnebago Park District regarding the cost to use the lighted diamond, which historically has been \$30 per night. Mrs. Bennett suggested the amount charged be evaluated for 2023 to cover costs of the use of the diamond and lights.

- 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** –
- 26) **New Business** – There is a vendor for the park equipment coming on Thursday at 1:30 PM, Trustee McKinnon asked Mr. Insko to be present for the visit if his schedule allows.
- 27) **Prioritized List of Village Attorney projects** – Review of draft resolution for 2022 pickup truck.
- 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) **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, April 4, 2022, 5:00 PM.
- 38) **Adjournment** – *Motion to adjourn meeting by Trustee Graham. Second of motion by Trustee McKinnon. Motion carried by roll call vote of those present. Meeting adjourned at 7:21 PM*

Respectfully Submitted

Michael R. McKinnon, Public Works Chair

APPROVED: APRIL 4, 2022

Prepared by recording of meeting:
Kellie Symonds,
Deputy Clerk