

Public Works Committee Meeting

Trustees Present: Trustee McKinnon, and Trustee Graham were present at the Village Hall, Trustee LeFevre attended remotely.

Guest attending remotely: Chad Insko (Director of Public Works), Mary Gaziano (Village Attorney) and at 5:43 Sally Bennett (Village Treasurer) joined the meeting.

1. **Meeting Called to Order** - The properly posted meeting was called to order at 5:01 PM and was conducted in person and by Tele/Video Conference via GoToMeeting as allowed by the governor's extended executive order.
2. **Disclosure of any Conflict of Interest** – No conflict of interest was noted.
3. **Changes to the Agenda** – Trustee McKinnon added the scoreboard to the agenda prior to New Business in order to track the status of this project.
4. **Approval of Agenda** – Motion to approve agenda by Trustee Graham, seconded by Trustee LeFevre. Motion approved on a roll call vote.
5. **Approval of Public Works Minutes from April 4, 2022** – Motion to approve minutes by Trustee Graham, seconded by Trustee LeFevre. Motion approved by roll call vote.
6. **Public Comment** – None
7. **Construction Funding Report** – Trustee McKinnon stated Mrs. Bennett had distributed the Construction Funding Report to the committee prior to the meeting. The report was updated with the engineering related to the 2022 street project, as well as the items recommended by the committee and approved by the Board in April for the scoreboard replacement, the large tree removal, and the geospatial inventory project.
8. **2022 Street Project** – Mr. Insko stated the documents have been signed and delivered for the project. There will be a pre-construction meeting on May 10, 2022 at 2:00 PM, and expected mobilization to begin the project on May 14, 2022.
9. **Four Rivers Sanitation District (FRSD, Formerly RRWRD) IGA Amendment #2** – Attorney Gaziano informed the committee that a full draft is expected next week from FRSD Attorney Fitzgerald. Attorney Gaziano will follow up on a couple of documents she is waiting for. Mr. Insko met with Matt Campbell to discuss the road layout, turnaround, and acquisition price, as of yet it has not been approved by both boards. Attorney Gaziano asked if the discussion addressed the escrow. Mr. Insko stated at this point the UDO addresses it if it were a newly constructed road. He stated that it is an existing roadway, which they are offering to pave, therefore the escrow is not needed.
10. **Water Tank #1 Equipment Repairs** – Mixer to be scheduled and discussed with the Water Tower Washing agenda item #11.

11. **Water Tower Washing** – Mr. Insko addressed the water tank maintenance for both interior and exterior washing of Water Tank #1, and exterior washing of Tank #2. It is recommended by American Waterworks Association to look inside the tanks every two years, and Mr. Insko added now is a good time to do this maintenance on Tank #1. Tank #2 shows no reason for the need of a washout at this time. Mr. Insko noted that the same company is doing the mixer repair so there will be a savings. The estimate for tank #1 is \$12,900 for exterior cleaning and \$8,800 for the interior for a total of \$21,700. The estimate for the exterior cleaning of tank #2 is \$7,780. A motion to recommend to the Board a total not to exceed \$30,000 for the interior and exterior cleaning of Tank #1, and the exterior cleaning of Tank #2 coming from the water upgrade account was made by Trustee Graham and seconded by Trustee Lefevre. Motion carried on a roll call vote.
12. **Sidewalk/Driveway Permitting** – This has been a discussion between the Public Works Committee and Community Development Committee for a couple of years. A draft of the permit application was sent prior to the meeting. Previous ordinances will need to be reviewed as an updated ordinance is prepared. Previous policies will also need to be reviewed and to build funding for future sidewalk replacements. Trustee LeFevre pointed out there are no sidewalks in older areas of the village and this permit does not address this. Trustee McKinnon stated that this would address existing sidewalks and to keep them in good condition. Mr. Insko stated that the current budget for sidewalk repair was \$5,500 and is looking to increase that to \$25,000. Trustee McKinnon asked for a motion to recommend the board adopt a permit and permit fee, and ordinance for driveway and sidewalk replacements. Trustee Graham made the motion and seconded by Trustee LeFevre. Discussion of the fee amount of \$50 was mentioned by Trustee McKinnon, and Attorney Gaziano stated that the motion did not include incorporating a village contribution. Mr. Insko shared that current building permit minimum fee is \$75.00. Attorney Gaziano will check with IML regarding any regulations regarding sidewalk liability. Trustee Graham amended the previous motion, and Trustee LeFevre seconded. Following the discussion Trustee McKinnon restated the motion as amended to recommend with Board approval for a permit and a fee, to authorize the attorney to review the existing ordinances, draft a new ordinance which provides a funding mechanism, or support to the residents for sidewalk repair. Motion carried on roll call vote. Treasurer Bennett asked what fund account the sidewalk repairs would be paid from. Mr. Insko stated it would be coming from the Street Department and he will get with Treasurer Bennett regarding the increase of the supplemental appropriation for the sidewalk upgrades.
13. **Salt Purchase** – No action.
14. **Capital Equipment Spending – Truck Purchase** – Mr. Insko stated that there has been no change and November remains expected time frame for delivery.
15. **DCEO Grant** – Mr. Insko noted there is no update. A grant opportunity from Sen. Bustos' office was submitted however it was not awarded to the village. In further discussion, and with support

from Sen. Bustos' office, it was recommended the village apply for a STAG grant for undersized asbestos cement water main upgrades which has been submitted.

16. **Highlands Development – Open Items** – Trustee McKinnon will get with President Eubank before next meeting.
17. **Four Rivers Sanitation District (RRWRD) Project/Activity** – Mr. Insko responded to Trustee McKinnon's question on other issues with FRSA, he stated that the 5-year high pressure cleaning of the sewer lines throughout the Village that will be taking place. Any lateral lines that have issues in the right-of-way will be resolved during the cleaning process.
18. **Water System Upgrade – water meters** – The office staff and installers are doing a great job of getting the meters scheduled for replacement. Currently 450 meters have been installed. A supplemental appropriation will be made to cover the expenses incurred this year due to supply issues at year end of last year. There continues to be supply chain issues.
19. **Eagle Scout Bench Project at Falconer Road & Bike Path** – Trustee McKinnon would like to include President Eubank in the recognition of the project.
20. **Memorial Park Garden Gate** – Will be discussed Community Development. Mr. Insko stated as he was mulching the area it appeared that a 6-foot section could be disassembled, and have it be a walk through rather than a gate. This would be a zero-cost option.
21. **Tree Removals in the Right-of-Way** – The removal of the tree was delayed due to weather. The crane has been rented for Friday, May 13, 2022 to begin the removal.
22. **Hail Damage/Repairs/Public Works Buildings** – No update
23. **Street Maintenance/Crack Filing** – No update
24. **Winnebago County – Axim Geospatial Asset Inventory** – No update
25. **WINGIS** – No discussion
26. **Retention Pond Issues** – Mr. Insko stated that he has not observed any problems. There have been complaints in Greenlee due to sediment issues, however they are the responsibility of the property owner to maintain per village ordinance.
27. **Budget Issues** – Mr. Insko will meet with Treasurer Bennett to discuss the supplemental Appropriation.
28. **Scoreboard** – Mr. Insko stated that the scoreboard has been ordered, and the expected delivery is the end of May or possibly the first week of June. The intention is to have it installed by village employees for additional savings.

29. **Employee Input** – None stated.
30. **New Business** – Mr. Insko thanked those of the community who participated as well as to recognize Keep Northern Illinois Beautiful for the neighborhood clean-up held on April 30th.
31. **Prioritized list of Village Attorney Projects** – Attorney Gaziano will continue with the FRSA projects, as well as the sidewalk replacement program.
32. **Capital Equipment/Sinking Fund** - No discussion
33. **Downtown Parking/Overnight/Tenant Parking** – No discussion
34. **Trail Head** – No discussion
35. **Part Time/Seasonal Help** – No discussion
36. **Discuss IGA Between Village of Winnebago and Winnebago Township** – No discussion
37. **Deeding of Willingham Subdivision Property from First Midwest Group to Winnebago Park District** – No discussion
38. **Downtown Business Snow Removal Plan** – No discussion
39. **Executive Session** – None needed
40. **Next Meeting** - Wednesday, June 1, 2022 at 5:00 PM
41. **Adjournment** – Motion to adjourn at 6:08 PM by Trustee LeFevre, seconded by Trustee Graham. Motion carried on a unanimous roll call vote.

Respectfully Submitted by,

Michael McKinnon, Public Works Chair

APPROVED: 06/01/2022

Prepared by recording of meeting,
Kellie Symonds,
Deputy Clerk