



# VILLAGE OF WINNEBAGO

## PUBLIC WORKS COMMITTEE MEETING MINUTES

Wednesday, June 21, 2023 at 4:00 PM

108 West Main Street and Virtually

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### 1. CALL TO ORDER

The meeting was called to order at 4:05 p.m.

### 2. ROLL CALL

TRUSTEES PRESENT: Mike McKinnon - Jeremy Graham - Adam LeFevre

Guests Present: Attorney Gaziano, Win-Bur-Sew Fire Chief Loria, Treasurer Sally Bennett

### 3. DISCLOSURE OF ANY CONFLICT OF INTEREST

No conflict of interest was noted.

### 4. CHANGES TO AGENDA

No changes to the agenda.

### 5. APPROVAL OF CHANGES TO AGENDA

### 6. APPROVAL OF MINUTES

a. Minutes from April, 27, 2023

Motion made by McKinnon, Seconded by Graham. Voting Yea: McKinnon, Graham, LeFevre

### 7. PUBLIC COMMENT

No public comment submitted.

### 8. DISCUSSION

a. Construction Funding Report

There were no changes from the previous report.

b. IGA with Win-Bur-Sew

The previous Intergovernmental Agreement was discussed and that a signed copy of the agreement was not found. There was a discussion of the new equipment and a third party vendor is also involved. Attorney Gaziano will look into proper indemnification for the third party contract with "Gen Com", who is contracted with Win-

Bur-Sew for the equipment. Attorney Gaziano read an email from Public Works Director regarding the standard operating procedure for the equipment on the water tower, and new language would need to be added in the previous IGA. Attorney Gaziano will contact Insko Environmental regarding the technical questions regarding the installation of the equipment on the water towers and any interference with current SKADA water system equipment, etc.

c. Helm Alley Repair Invoice

The alley behind the the Winnebago Library was in poor condition and it was more cost effective to have Helm complete the project at cost of \$5,706. from line # 01-42-514. Motion to affirm the payment of the Helm invoice was made by McKinnon, Seconded by LeFevre. Voting Yea: McKinnon, Graham, LeFevre  
Mr. Johnson will send to Treasurer Bennett the contract dated May 19, 2023, from Helm.

d. Four Rivers Sanitation Authority (FRSA, formerly RRWRD) IGA Amendment #2

Nothing new was reported.

e. Project Plan for IEPA Loan funding for pending water main upgrades

This is still under IEPA review. It was suggested to follow up with Fehr Graham.

f. Approval of legal expense for easement and possible annexation for water main looping, 624 S Church and 620 S Goodling Streets

Attorney Gaziano will follow up with Seth Gronewold. Attorney Gaziano asked for direction on the matter, and whether this would be a voluntary annexation. Mr. LeFevre suggested verifying whether the properties are in the village.

g. Winnebago County - Axim Geospacial Asset Inventory

All data collection and mapping is complete and is being compiled, Mr. Johnson stated there will be a meeting at the beginning of July with the County. Mr. McKinnon asked if this data will be uploaded into WINGIS. Mr. Johnson stated the contact with the county is on vacation and will get more information at the meeting.

h. IEPA Lead and Copper Inventory Rule - RJN Proposal with GIS

No new update.

i. 2023 Road Project

The road project is complete. Public Works will complete the walk-through next week.

j. Capital Equipment Spending Approval - Truck Purchases, Replacement of Front-end loader, other

Mr. Johnson informed the committee the truck is in process of being built, and the front-end loader has been paid and delivered.

k. Police Speed Radar Installation

Mr. Johnson spoke with Chief White and will confirm the locations of the new placement of the units.

l. Police Video Cameras - Sonic Communication

No further discussion is needed on this subject at this time.

m. Memorial Park - park upgrades, donation of bench

The Memorial Bench has been assembled, the pad is prepared and should be placed next week.

n. Capital Building Spending Approval related to Hail Damage

No update.

o. Sidewalk/Driveway Permitting

No update, will be discussed at next meeting.

p. Highlands Development - Open Items

No new update.

q. Four Rivers Sanitation Authority (Formerly RRWRD) Projects/Activities

No new update.

r. Water System Upgrade - Water Meters

Availability of meters is still on going. Treasurer Bennett updated the committee the cellular fees have increased from \$0.89 ea./month to \$0.95 ea./month. This increase will effect the budgeted amount for the data line item to 108% (based on the current 696 meters installed). Treasurer Bennett explained the terms of the initial agreement. Attorney Gaziano has been included in the email discussions between Finance and Beacon. Treasurer Bennett will send to Attorney Gaziano the current documents for review.

s. Snow Equipment - Purchase/Leasing

No new update.

t. Signage for downtown Lots/Parking Ordinance/Tree Removals in the Right of Way

u. Salt Status/Purchases

No new update.

v. Street Maintenance/Crack Filling & Chip Sealing

No new update.

- w. DCEO Grant  
No new update.
- x. WINGIS  
No new update.
- y. Retention Pond Issues  
No new update.
- z. Budget Issues  
No new update.
- aa. Downtown Parking/Overnight/Tenant Parking  
No new update.
- bb. Trail Head  
No new update.
- cc. Part-Time Seasonal Help  
No new update.
- dd. Discuss IGA between Village of Winnebago and Winnebago Township  
No new update.
- ee. Deeding of Willingham Subdivision Property from First Midwest Group to Winnebago Park District  
No new update.
- ff. Downtown Business Snow Removal Plan  
No new update.

## **9. EMPLOYEE INPUT**

No input from employees.

## **10. NEW BUSINESS**

Public Works will place the barricades where needed for the Fourth of July Parade.

The invoice for Rock 39 is needed for work completed earlier this year.

The invoice was received from Insko Environmental, and payment has been sent.

Mr. LeFevre suggested Public Works start tracking Rock 39 expenses.

Mr. LeFevre suggested sending the water operator employee for training. Virtual classes are currently offered at Southern Illinois University for a certified Water Operator. The virtual classes currently are offered at a cost of \$300 per class. He suggested a compensation increase after completion and the certification course. Mr. Graham suggested speaking with employees about their interest.

**11. EXECUTIVE SESSION**

No closed session needed.

**12. NEXT MEETING DATE**

The next meeting is scheduled for July 17, 2023, at 6:00 p.m.

**13. ADJOURNMENT**

Motion to adjourn was made by McKinnon, Seconded by LeFevre. Voting Yea:  
McKinnon, Graham, LeFevre

Meeting adjourned at 5:30 p.m.

APPROVED: 07/17/2023

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Jeremy Graham, Committee Chairman

Prepared by:  
Kellie Symonds