



VILLAGE OF WINNEBAGO

PUBLIC WORKS COMMITTEE MEETING MINUTES

Wednesday, January 03, 2024 at 4:00 PM

108 West Main Street and Virtually

To access meeting from any device: <https://global.gotomeeting.com/join/538875389>

Or by (Toll Free): 1 877 568 4106 | Access Code: 538-875-389

1. CALL TO ORDER

Meeting called to order at 4:05PM

2. ROLL CALL

PRESENT

Chairman Jeremy Graham

Mike McKinnon

Adam LeFevre (arrived at 4:06PM)

GUESTS

Public Works Director Chad Insko

Streets Superintendent Jimmy Johnson

Attorney Mary Gaziano

Fehr Graham Engineer Luke Zeigler

3. DISCLOSURE OF ANY CONFLICT OF INTEREST

None

4. APPROVAL OF MINUTES

a. Minutes from November 29, 2023

Motion made by McKinnon, Seconded by LeFevre.

Clarification made to note that Trustee LeFevre stated in section 7.a.ii. that the IGA with the Township should be resolved, prior to breaking ground on a new building, but that the planning portion could begin before then.

It was also noted that a correction in the date in section 6.b. should state 2023 rather than 2024.

Voting Yea with corrections as noted: McKinnon, Chairman Graham, LeFevre

5. PUBLIC COMMENT

No Public Comment

6. DISCUSSION

a. Legal

i. IGA with Win-Bur-Sew

No update at this time. This item will be moved to Old Business for future Agendas.

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

Attorney Gaziano noted that this was originally set to be closed on December 15, 2023, however due to a conflict, it was moved to January, with the specific date not yet set.

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

Attorney Gaziano stated that the legal expenses have already been approved, but that she will need to get with Public Works Director Insko to discuss next steps.

b. Projects

i. 2023 Road Project-Retainage

Item completed.

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

Mr. Insko stated that the project is underway. Mr. Zeigler noted that the EPA is requesting a survey to be done, so Fehr Graham is in contact with an archeologist to get this accomplished. Mr. Zeigler also mentioned that the Village will be getting an additional service order soon.

iii. Winnebago County - Axim Geospatial Asset Inventory

Completed. To be removed from next Agenda, with note from Public Works Director Insko that there may be future opportunities for grants.

iv. Safe Routes to School Grant Opportunity

Mr. Zeigler stated that there are no updates at this time, with Public Works Director Insko noting that updates usually come in February.

v. Clayton Court to Soper Street Water Main Engineering Task Order

Public Works Director Insko stated that work is well underway and that surveys are being completed.

c. Purchasing

i. Capital Equipment Spending Approval - Equipment Upgrade of \$70,000 (Line 51-44-951); other.

Public Works Director Insko stated that in looking at the long term plan, they would like to purchase a new, permanent generator for well house #3. Trustee McKinnon questioned if there was the option to look for competitive prices from other vendors, to which Trustee LeFevre agreed.

Chairman Graham noted that this year, the budget is currently set to purchase approximately 150K of equipment and questioned if this would be able to wait until next year for purchasing. Public Works Director Insko stated that generators are about 16months out at this time, but that he has no issue with pushing this purchase until 2025, especially given there is not currently work being done to build a well house #5. The Committee was in agreeance that funds should be reserved for a new generator in 2025, but that Public Works Director Insko should work on pricing out generators in the meantime.

ii. Water System Upgrade - Water Meters

Public Works Director Insko states that the recently purchased 240 water meters have been received. He noted that the front office will start heavily scheduling the installations starting next week. Chairman Graham questioned how many meters were left to purchase, to which Public Works Director Insko noted there were approximately 240 water meters left to purchase.

iii. Construction Funding Report

Not Discussed

iv. Budget 2024

Not Discussed

v. Water Main Purchase for Clayton Court Loop

Public Works Director Insko requested funds to do approximately 460ft of the water main work in house, which would amount to \$18,859.35, and not to exceed \$20,000.00. This amount would include the fire hydrant required by the EPA. Public Works Director Insko noted that this would come from line item 51-44-542 and that it would be significantly cheaper to do in house, rather than contracting out, which would likely cost approximately \$80,000.

Trustee LeFevre questioned what the overall total would be since the \$18,859.35 would only cover the materials, not including stone, man hours, wear and tear on equipment, fuel, etc. Public Works Director Insko stated that he guarantees that this project would be at least 40% under any contractor rate, but that he would be happy to supply the data as it would come in on the total amounts spent.

Motion made by McKinnon, Seconded by LeFevre.

Voting Yea: McKinnon, Chairman Graham, LeFevre

d. Development/Misc

i. Opportunity Transaction Resolution Proposal

Chairman Graham questioned whether handshake agreements on trading goods/services was something the Committee agreed with happening, and if so, what the guidelines for that would look like. Trustee McKinnon questioned if there were laws and statutes against bartering as a municipality, to which Attorney Gaziano agreed and noted that if it was an option for one, it had to be available for all residents. Public Works Director Insko stated that in years past, the Village had been in agreeance with such transactional trades.

Trustee McKinnon questioned where the line for quid pro quo is and whether these agreements would be toeing that line. Attorney Gaziano stated there is concern with the liability aspect of the opportunity transactions. Trustee LeFevre recommended waiting until the Village Administrator gets situated in their position prior to working out the details of this proposal. Attorney Gaziano stated that she will look into the logistics of bartering from a legal standpoint.

ii. Approval or Disapproval of Truck bids (Sale of Surplus Property)

Public Works Director Insko stated that only 2 bids were received; Gary Olson with a bid of \$16,501.01 and Tim/Steven Mitchell with a bid of \$16,100.

Motion made by LeFevre, Seconded by McKinnon to approve the bid made by Gary Olson for \$16,501.01

Voting Yea: McKinnon, Chairman Graham, LeFevre

7. OLD BUSINESS

a. Legal

i. Downtown Parking/Overnight/Tenant Parking

Public Works Director Insko stated that he would like notices made and distributed

reminding residents that there is no overnight parking downtown during snow events, which is in the works with help from the front office staff.

ii. Discuss IGA between Village of Winnebago and Winnebago Township

Not Discussed

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

Not Discussed

iv. Deeding of Willingham Subdivision Property from First Midwest Group to Winnebago Park District

Not Discussed

v. Sidewalk/Driveway Permitting

Not Discussed

vi. Verizon Wireless Lease

Not Discussed

b. Projects

i. Trail Head

Not Discussed

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

Not Discussed

iii. Winnebago County - Axim Geospatial Asset Inventory

Not Discussed

c. Purchasing

i. Capital Building Spending Approval related to Hail DamageNot Discussed

Not Discussed

ii. Salt Status/Purchases

Not Discussed

iii. Snow Equipment - Purchase/Leasing

Not Discussed

d. Development/Misc

i. Highlands Development - Open Items

Not Discussed

ii. Part-Time Seasonal Help

Not Discussed

iii. Street Maintenance/Crack Filling & Chip Sealing

Not Discussed

iv. DCEO Grant

Not Discussed

v. WINGIS

Not Discussed

8. EMPLOYEE INPUT

None

9. NEW BUSINESS

Trustee LeFevre stated that virtual classes for Class C&D water operator start on January 22nd and go through the 26th for \$300.00

Chairman Graham noted that during next month's Committee meeting, he would like to go over Public Works Director Insko's evaluation during executive session.

10. EXECUTIVE SESSION

The Committee did not go into Executive Session

11. NEXT MEETING DATE

February 7, 2024 at 5:15PM

12. ADJOURNMENT

Motion made by McKinnon, Seconded by LeFevre.

Voting Yea: McKinnon, Chairman Graham, LeFevre

Meeting was adjourned at 5:07PM

APPROVED: 2024-02-07

Jeremy Graham, Chairman

Minutes done from Recording by:

Rachel Windgassen, Administrative Assistant