



VILLAGE OF WINNEBAGO

PUBLIC WORKS COMMITTEE MEETING MINUTES

Wednesday, August 16, 2023 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

2. ROLL CALL

PRESENT: Chairman Jeremy Graham, Mike McKinnon, Adam LeFevre

Guests: Jimmy Johnson, Chad Insko, Sally Bennett 1605, Mary Gaziano 1621

3. DISCLOSURE OF ANY CONFLICT OF INTEREST: There was no request for Public Comment.

4. APPROVAL OF MINUTES

a. Minutes from July 17, 2023

Motion made by McKinnon, Seconded by LeFevre.

Voting Yea: McKinnon, Chairman Graham, LeFevre

5. PUBLIC COMMENT

There was no request for public comment.

6. DISCUSSION

a. Legal

i. IGA with Win-Bur-Sew: -NO UPDATES

ii. Four Rivers Sanitation Authority (FRSA, formerly RRWRD) IGA Amendment #2: -
MAKING FINAL CORRECTIONS ON THE DEED. ALL SHOULD BE GOOD BY THE
NEXT MEETING

iii. Approval of legal expense for easement and possible annexation for water main
looping, 624 S Church and 620 S Goodling Streets: -MARY IS COLLECTING DATA
FROM FEHR GRAHAM TO CREATE A NEW EASEMENT

iv. Sidewalk/Driveway Permitting: -PUBLIC WORKS WILL GATHER "REPLACEMENT SIDEWALK" PROPOSAL TOGETHER AND WILL HOPE TO PRESENT AT THE NEXT BOARD MEETING FOR REVIEW

b. Projects

i. 2023 Road Project: WANTING TO KEEP LARGE PORTION OF THE RETAINAGE DUE TO UNSATISFACTORY WORKMANSHIP. WILL BRING TO BOARD FOR VOTE.

ii. Project Plan for IEPA Loan funding for pending water main upgrades: THINGS ARE MOVING FORWARD. REQUESTING ADDITIONAL PROJECT FROM FEHR-GRAHAM

iii. Winnebago County - Axim Geospatial Asset Inventory: CONTINUING TO MOVE FORWARD. THEY ARE PUTTING TOGETHER A MEETING SOON TO PROVIDE UPDATES

iv. School Sidewalk Grant Opportunities: "SAFE ROUTES TO SCHOOLS". FEHR-GRAHAM HAS BEEN GIVEN THE CONTRACT FOR \$6000 AND WILL MOVE FORWARD. SCOPE WILL NEED TO BE SMALLER DUE TO THE REQUIREMENTS.

c. Purchases

i. Capital Equipment Spending Approval - Truck Purchases, Replacement of -Front end -loader, other: -SMALL DUMP TRUCK DELIEVERED ON THURSDAY. NEED TO GO TO MONROE TO GET EQUIPMENT INSTALLED

ii. Water System Upgrade - Water Meters: -STATUS QUO WITH SUPPLY CHAIN. HOPING TO INSTALL 12 METERS NEXT WEEK. SLIGHTLY MORE THAN 500 TO GO. IN THE NEXT FEW MONTHS, WANTING TO GET OFFICE STAFF TRAINED.

iii. Construction Funding Report: - PROVIDED, LOOKS GOOD

d. Development/Misc

i. None

7. OLD BUSINESS

a. Legal

i. Downtown Parking/Overnight/Tenant Parking

ii. Discuss IGA between Village of Winnebago and Winnebago Township

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

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

- b. Projects
 - i. Trail Head
 - ii. Four Rivers Sanitation Authority (formerly RRWRD) Project/Activities
- c. Purchases
 - i. Capital Building Spending Approval related to Hail Damange
 - ii. Salt Status/Purchases
 - iii. Snow Equipment - Purchase/Leasing
- d. Development/Misc
 - i. Highlands Development - Open items
 - ii. Part-time Seasonal Help
 - iii. Street Maintenance/Crack Filing & Chip Sealing
 - iv. DCEO Grant
 - v. WINGIS

8. EMPLOYEE INPUT

9. NEW BUSINESS

- Mr. LeFevre suggested updating the employee job descriptions.
- Mr. LeFevre stated that they missed the Water Operator Training for this semester, and would like to budget for the next opportunity, possibly in early January.
- Mr. LeFevre would like to see a five-year strategic plan for the for Public Works buildings. Mr. Insko stated that he would like the maintenance bay, but would also like to see the Village Administrator as well.

10. EXECUTIVE SESSION

11. NEXT MEETING DATE

AUG 30-1700, SEP 26-1700, OCT 30-1600, NOV 29-1600

12. ADJOURNMENT

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

Meeting adjourned at 4:58 p.m.

APPROVED: SEPTEMBER 27, 2023

Jeremy Graham, Committee Chairman