



VILLAGE OF WINNEBAGO

PUBLIC WORKS COMMITTEE MEETING MINUTES

Wednesday, November 29, 2023 at 4:00 PM

108 West Main Street and Virtually

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

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1. CALL TO ORDER

Meeting was called to order at 4:00 p.m.

2. ROLL CALL

PRESENT: Mike McKinnon, Chairman Jeremy Graham, Adam LeFevre

GUESTS: Attorney Mary Gaziano (arrived at 4:08 p.m.), Fehr Graham Engineer Luke Zeigler, Public Works Director Chad Insko, Streets Superintendent Jim Johnson, Treasurer Sally Bennett.

3. DISCLOSURE OF ANY CONFLICT OF INTEREST

No conflict of interest noted.

4. APPROVAL OF MINUTES

a. Minutes from October 30, 2023

Motion made by Trustee McKinnon, Seconded by Trustee LeFevre. Motion carried on a unanimous roll call.

5. PUBLIC COMMENT

No requests for public comment.

6. DISCUSSION

a. Legal

a. IGA with Win-Bur-Sew

Attorney Gaziano stated that she was unable to find anything in her records regarding the equipment. Trustee LeFevre noted that it is up to Win-Bur-Sew to look into this

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

Attorney Gaziano stated that the closing is set for Friday, December 15, 2023

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

No update at this time

- d. Verizon Wireless Lease

Attorney Gaziano states that she believes that the email stating that the Village is not interested in renegotiating the terms was sent out last week but will follow up on it.

- b. Projects

- i. 2024 Winnebago Street Project - Preliminary IDOT Documents

Public Works Director Insko stated that the Meadows Subdivision is slated for repair. Sidewalks, curbs and gutters were discussed to be included. Public Works Director Insko mentioned that the department needs the Committee to bring the suggestion forward to start the paperwork to be able to have the option to use MFT funds. Trustee LeFevre asked about the areas in the Village where the sidewalks are in disrepair. Public Works Director Insko stated that the intention is to increase efforts in the sidewalk program. Trustee McKinnon stated that there are areas where there are no sidewalks. Public Works Director Insko stated that in some areas the right of way is not centered, so the sidewalk is crossing onto private property. Trustee McKinnon stated that sidewalks have not been a focus in the past. Chairman Graham questioned how long the paperwork would be valid for, which Mr. Zeigler stated would be active for the calendar year. Mr. Zeigler reiterated that these documents allow the state to allocate funds; this does not mean that the Village must use these funds.

Motion made by Trustee LeFevre, Seconded by Trustee McKinnon to allow for MFT funds to be used for the 2024 street project.

Voting Yea: McKinnon, Chairman Graham, LeFevre

- c. Purchasing

- i. Resolution Authorizing Public Works Dept heads to purchase the allotment of salt-
Per our Salt contract

Discussion regarding the amount was had by the Committee. Streets Superintendent Johnson stated that this year, salt is priced at \$98.45/ton whereas last year it was approximately \$97/ton. Trustee LeFevre questioned whether there was a need to recreate a resolution annually or if it can just carry over from year to year with

amendments as needed. Attorney Gaziano stated that she would need to inspect last year's resolution to determine this.

Motion made by Trustee LeFevre, Seconded by Trustee McKinnon to create a resolution to allow the Public Works Department to purchase the minimum amount of salt, up to \$27,566 from line item 01-42-511 as needed.

Voting Yea: McKinnon, Chairman Graham, LeFevre

ii. Approval of Resolution for Tractor Purchase - draft in process

Deputy Clerk Symonds drafted the resolution for the tractor purchase as requested from the last Public Works Committee meeting. Since the last Public Works Committee meeting, the Board of Trustees approved the purchase.

Motion made by Trustee LeFevre, Seconded by Trustee McKinnon to bring the Resolution to the Board of Trustees for approval.

Voting Yea: McKinnon, Chairman Graham, LeFevre

d. Development/Misc

i. Approval to advertise for FTE - Public Works Maintenance Worker 1

Public Works Director Insko stated that this is not ready for the Committee to vote at this time, but rather, is wanting to make the Committee aware of the tentative proposal to advertise in late December/early January. Public Works Director Insko requested that this item stay on the Agenda for the next meeting.

ii. 2024 Budget

Chairman Graham questioned if Public Works Director Insko had included the update to the budget for the UTV, which has not yet happened due to Public Works Director Insko needing to meet with Treasurer Bennett. Public Works Director Insko stated that he did talk with Chief White and that they have a good course of action planned.

Public Works Director Insko stated that the increase in budgeting is due to seeing a 6-9% increase in commodities.

Public Works Director Insko questioned why half of the Village Administrator salary would be coming from Operations & Maintenance, since it is very unlikely that half of the work done by the Village Administrator would be for the Public Works Department. Treasurer Bennett stated that she set it as a 50/50 split due to the actual split having yet to be determined.

7. OLD BUSINESS

a. Legal

i. Downtown Parking/Overnight/Tenant Parking

Not Discussed

ii. Discuss IGA between Village of Winnebago and Winnebago Township

Attorney Gaziano stated that she found record of an original agreement between the Village of Winnebago and the Winnebago Township dated 4/6/1970, from a Board of Trustees meeting that was held on 3/8/10. This discovery follows a letter dated 8/20/1986 stating that the land is owned by the Village of Winnebago and the insurance is paid by the Township, which is then split by the Village. It was noted that there was an ordinance drafted in 1986 to set the specifics of this IGA, but that it was never signed. Trustee LeFevre recommended that a new building be built prior to deciding what the course of action would be for the current building. Public Works Director Insko and Trustee LeFevre noted that offering to build a larger, new building with the Township, would be more beneficial to the taxpayers. Attorney Gaziano recommended having the Township lease the space, but have the Village be the sole owner of the building. After much discussion, Chairman Graham questioned if scheduling a meeting with the Road Commissioner for the Township to discuss rights to the building would be beneficial. Trustee McKinnon recommended tabling the discussion for the next 60-90 days, so that the Village Administrator would be in their new position and able to be the liaison in the discussions.

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

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 Damage

Not Discussed

ii. Salt Status/Purchases

Discussed as part of 6c.

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

Discussed as part of 6b.

iv. DCEO Grant

Not Discussed

v. WINGIS

Not Discussed

8. EMPLOYEE INPUT

There was no employee input

9. NEW BUSINESS

i. Discussion of Step Pay

Treasurer Bennett questioned whether the Public Works difference between steps would be greater than 2.5%, and if so, how that resonated with the resolution from 2021. Trustee LeFevre stated that the Resolution would likely need amending. Public Works Director Insko stated that the Public Works department is not ready to bring this to the Board of Trustees at this time, due to questions regarding salaried workers, but that he was content with the step pay set for the hourly workers. Treasurer Bennett requested that Public Works hourly employees' wages be split 50/50 for payroll ease, to which Public Works Director Insko was agreeable.

Trustee LeFevre noted that all employees would still get annual reviews, which would diminish the merit increases. He stated that since the Village has exceptional employees,

annual 5% increases would not be sustainable, which the step pay would help mitigate. Attorney Gaziano questioned if raises would then be annual, regardless of whether there was need for disciplinary action for an employee, to which Trustee LeFevre stated employees could be held on a certain step if needed for remedial training.

ii. Public Works Director Insko stated that he had discussed selling surplus equipment with Attorney Gaziano and would recommend advertising for bids for the surplus 1ton truck with snowplow since it is a great time of the year for this type of equipment. Public Works Director Insko noted that RRWRD wants to purchase the smaller generator that the Public Works Department is unable to use. He mentioned that everything except the sale and Ordinance have been approved at this time, but that RRWRD is ready to move forward when the Village is. Trustee McKinnon questioned if inventory had been taken from all other departments to determine if there was any additional surplus. Public Works Director Insko stated that he would talk to the Police Department about any surplus and Treasurer Bennett will talk with the front office staff about any surplus they may have.

10. EXECUTIVE SESSION

The Committee did not go into executive session

11. NEXT MEETING DATE

Next meeting is scheduled for Wednesday, January 3, 2024 at 4:00 PM

12. ADJOURNMENT

Motion made by LeFevre, Seconded by McKinnon.

Voting Yea: McKinnon, Chairman Graham, LeFevre

Meeting adjourned at 5:30 PM

APPROVED: January 3, 2024

Jeremy Graham, Chairman

Prepared from recording by:
Rachel Windgassen, Admin Assistant