



# VILLAGE OF WINNEBAGO

## PUBLIC WORKS COMMITTEE MEETING MINUTES

Monday, July 17, 2023 at 6:00 PM  
108 West Main Street and Virtually

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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 was called to order at 6:00PM

### 2. ROLL CALL

PRESENT

Mike McKinnon

Jeremy Graham

Village Attorney Gaziano

Treasurer Sally Bennett

Interim Public Works Director Jimmy Johnson

ABSENT

Adam LeFevre

### 3. DISCLOSURE OF ANY CONFLICT OF INTEREST

No Conflict of Interest Noted

### 4. APPROVAL OF MINUTES

a. Minutes June 21, 2023

Motion made by McKinnon, Seconded by Graham.

Voting Yea: McKinnon, Graham

### 5. PUBLIC COMMENT

No Public Comment

### 6. DISCUSSION

a. Legal

i. IGA with Win-Bur-Sew

Attorney Gaziano stated the IGA is still in the discussion phase at this time. Trustee McKinnon questioned if there are any handshake agreements between the Village and Win-Bur-Sew that should be formally written and put into the IGA. Attorney Gaziano voiced her support for this.

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

Attorney Gaziano stated that she will be coordinating with President Eubank and the attorney for FRSA for the closing transfer.

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

This is currently with Fehr-Graham and Attorney Gaziano stated she will assist where needed since legal drafts will eventually be needed.

Attorney Gaziano to look through the properties to verify whether they fall within Village limits. Chairman Graham stated that according to WinGIS, these properties are paying property tax at current.

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

No committee action required at this time. Trustee McKinnon stated that they recently submitted for 2022 and that they are hoping that working with the GIS through the county, will tabulate all of the data.

v. Sidewalk/Driveway Permitting

No new updates, Trustee McKinnon will look at the sidewalk/driveway ordinances from other municipalities for a baseline.

b. Projects

i. 2023 Road Project

The 2023 road project is completed with only one outstanding pay request. Discussion occurred regarding the remaining balance and what change orders were eliminated from the contract. Trustee Graham questioned whether there were any closing documents needed due to using MFT funds, which Interim PW Director Johnson stated there is not. General consensus among the Committee was that a clarification document would be needed to clearly state the payment still due.

ii. Police Speed Radar Installation

The speed radar on Elida was moved to the opposite side of the road so that the speed is noted when coming into town, rather than leaving town. Interim PW Director Johnson noted that the other speed radar was moved further down McNair Street.

Chairman Graham questioned whether this item could be removed from upcoming agendas, to which there was a unanimous agreement.

iii. Memorial Park - Park Upgrades, donation of bench

Chairman Graham stated that the bench has been installed and that this item can be removed from future agendas.

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

No update at this time.

v. Winnebago County - Axim Geospatial Asset Inventory

No update at this time.

c. Purchase

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

Interim PW Director Johnson stated that the dump truck is built and completed, but the Village has yet to receive it.

ii. Water System Upgrade - Water Meters

Interim PW Director Johnson stated that 12 meters were recently received. Trustee McKinnon questioned if meters that are not currently working are being tracked to which Interim PW Director Johnson confirmed. Meters at Clayton Courts have all been updated.

iii. Construction Funding Report

Trustee McKinnon noted that there have not been any new updates in the past few months. Chairman Graham questioned if the check for Four Rivers was able to be sent out, which Treasurer Bennett confirmed.

d. Development/Misc

i. None

## **7. OLD BUSINESS**

a. Legal

i. Downtown Parking/Overnight/Tenant Parking

Not Discussed

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

b. Projects

i. Trail Head

Trustee McKinnon noted that the trail seems to primarily be in good condition, with specific accolades to the Public Works department for having the best mowed sections along the trail.

ii. Four Rivers Sanitation Authority (formerly RRWRD) Project/Activities

Not Discussed

c. Purchasing

i. Capital Building Spending Approval related to Hail Damage

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 Filing & Chip Sealing

Not Discussed

iv. DCEO Grant

Not Discussed

v. WINGIS

Not Discussed

**8. EMPLOYEE INPUT**

No updates, but Chairman reiterated that the Public Works department is always able to contribute to the meeting at any time, not just specifically under this item on the agenda.

**9. NEW BUSINESS**

i. Trustee Lefevre requested that Chairman Graham question whether the Public Works department has started tracking their hours as it pertains to Rock 39. Interim PW Director Johnson stated that they have not, but stated that there is usually one employee that goes out 4 days a week for an average of 1.5-2 hours a day with 20miles of travel each way. Interim PW Director Johnson noted that they likely currently spend less than 10 hours a week at Rock 39.

Interim PW Director Johnson mentioned that this request should come from the whole Board, rather than an individual trustee, while raising the concern that this may start a trend of conflicting tasks by individual trustees, rather than one united request by the Board. Trustee McKinnon states that it was discussed as a committee and then the committee chairman would talk with the PW director but noted that it is important for the Village to have a reasonable understanding of what the involvement is in case it were to ever change. Chairman Graham stated that there are a few trustees that want to verify that Rock 39 is still beneficial to the Village. Trustee McKinnon noted that there are overhead costs to keep in mind as well as variable expenses.

ii. Chairman Graham mentioned that, regarding the Willingham Retention Pond, Trustee Ackerman had sent an email out requesting information on how much time is spent out at the retention pond caring for the property.

Willingham RP was offered to the parks district and declined. Trustee Ackerman is asking for it to be looked into to see if it is indeed Village property. Attorney Gaziano stated that this has been reviewed in the past and it is not Village property. It is the responsibility of the land owner to care for it. Interim PW Director Johnson stated that someone, outside the public works department, is mowing the land currently and is doing a terrific job, including weed eating around the fire hydrants.

Treasurer Bennett questioned whether Trustee Ackerman was actually talking about the retention pond designated as a park, adjacent to the Prairie Path and Faulkner. She continued to explain that First Rockford Group had donated the land to the park district and then the park district had refused it. Interim PW Director Johnson stated that they do mow around the old retention pond there since people park there for the Prairie Path. Treasurer Bennett stated that Trustee Ackerman is wanting to know if the Village owns that property since the Community Development Committee is working on the parks in the Village. Chairman Graham questioned if Public Works is spending their time on this property, to which Interim PW Director Johnson stated they are not. He also questioned whether the

property is owned by the Village and if it is, should the Public Works Department be spending time on that property.

Interim PW Director Johnson states that he will look at the plat map to verify whether it is noted as being Village property, while Trustee McKinnon will check on WinGIS. Chairman Graham stated he will send an email to Trustee Ackerman to notify him that time is not currently spent on this property by Village employees, but that the Committee will look into whether the property is owned by the Village and whether it is designated for a park.

iii. Chairman Graham stated that the interviews were conducted for the PW Director position by himself and President Eubank, with specific note that Chad Insko was chosen, pending Board approval on Wednesday. Attorney Gaziano questioned how many people were interviewed, how many applied, and how many rescinded their applications. Chairman Graham stated that there was only one interview and only two applicants but the other one rescinded their application. Attorney Gaziano asked whether the terms and conditions would be stated in the presentation by President Eubank at the Board meeting, to which Chairman Graham confirmed.

iv. Treasurer Bennett questioned if Attorney Gaziano had heard from Badger Meter regarding the cellular meter contract. Attorney Gaziano stated that she has not heard back from Badger Meter yet, but that it is on her list for this week.

## **10. EXECUTIVE SESSION**

The Committee did not enter executive session.

## **11. NEXT MEETING DATE**

Thursday, August 17th at 4:00PM

## **12. ADJOURNMENT**

Motion made by McKinnon, Seconded by Graham.

Voting Yea: McKinnon, Graham

Meeting adjourned at 6:52PM

APPROVED: AUGUST 16, 2023

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Jeremy Graham, Committee Chairman

Prepared by:  
Rachel Wingassen