



VILLAGE OF WINNEBAGO

PUBLIC WORKS COMMITTEE MEETING MINUTES

Tuesday, September 26, 2023 at 5:00 PM

108 West Main Street and Virtually

1. CALL TO ORDER

The meeting was called to order at 5:00 p.m.

2. ROLL CALL

PRESENT: Mike McKinnon, Chairman Jeremy Graham, Adam LeFevre

Guests: Sally Bennett, Chad Insko, Jimmy Johnson (1715), Attorney Mary Gaziano (1705)

3. DISCLOSURE OF ANY CONFLICT OF INTEREST

No conflict of interest was stated.

4. APPROVAL OF MINUTES

a. Minutes from August 16, 2023

Motion made by LeFevre, Seconded by McKinnon.

Voting Yea: McKinnon, Chairman Graham, LeFevre. Motion carried on a roll call vote.

5. PUBLIC COMMENT

No Public Comment requested.

6. DISCUSSION

a. Legal

i. IGA with Win-Bur-Sew - Public works is in agreement with the IGA language.

Attorney Gaziano will move forward with Win-Bur-Sew IGA to finalize and send it to the Fire Dept. Looking into whether the Fire Dept owns the equipment. Discussion of Rock Comm owning the equipment and whether Rock Comm needs to be leasing from us.

ii. Four Rivers Sanitation Authority (FRSA, formerly RRWRD) IGA Amendment #2 - Title company for closing schedule and wanted to make sure that the county would not have an issue as we would be splitting the land into two different plots of land.

Attorney Gaziano will call the title company to finalize and should be complete by Mid-October.

- iii. Approval of legal expense for easement and possible annexation for water main looping, 624 S Church and 620 S Goodling Streets -- Chad will look over the paperwork and assess whether the information is appropriate before moving forward for easement.
 - iv. Sidewalk/Driveway Permitting – No update.
 - v. Verizon Wireless Lease – Need to review.
- b. Projects
- i. 2023 Road Project-Retainage - Inform Rock Road 100% Retainage for the work. Communicated with Fehr-Graham already.
 - ii. Project Plan for IEPA Loan funding for pending water main upgrades
 - iii. Winnebago County - Axim Geospatial Asset Inventory- Geospatial work continues. Hoping late September for products
 - iv. Safe Routes to School Grant Opportunity - School sent out information via QR code. Received many responses. Received letters of support from the school and park district
 - v. Clayton Court to Soper Street Water Main Engineering Task Order - Applied to IEPA loan funding. Would like to do "in house". Several dead ends in Clayton Court. Late next year the water main upgrade. Task order bringing to the board for engineering services \$48,500. Want to complete engineering and Public Works "in house" before the end of the calendar year. Bidding would be for directional boring. Motion made by LeFevre, Seconded by McKinnon. Voting Yea: McKinnon, Chairman Graham, LeFevre
 - vi. Painting Fire Hydrants - Public Works is in favor of the painting of the fire Hydrants. School wants to paint the ones on the campus school colors. Sending to Community Development for "Art on Fire" for Spring 2024.
- c. Purchasing
- i. Capital Equipment Spending Approval - Truck Purchases, Replacement of Front end-loader, other -Truck still getting upfitted.
 - ii. Water System Upgrade - Water Meters still slowly coming in. Should be receiving more soon.

- iii. Construction Funding Report --No issues with construction funding report
- d. Development/Misc

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
 - v. IEPA Lead and Copper Inventory Rule - RJN Proposal with GIS – Remove as the work has been done in-house and will not be soliciting outside services.

Historical Society working on grant opportunities. Received downtown beautification grant, purchased plants, donating for Eagle Scout Projects.

- b. Projects
 - i. Trail Head
 - ii. Four Rivers Sanitation Authority (Formerly RRWRD) Projects/Activities
 - iii. Winnebago County - Axim Geospatial Asset Inventory
- c. Purchasing
 - i. Capital Building Spending Approval related to Hail Damage
 - 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 Filling & Chip Sealing
 - iv. DCEO Grant
 - v. WINGIS

8. EMPLOYEE INPUT

9. NEW BUSINESS

10. EXECUTIVE SESSION

11. NEXT MEETING DATE

October 30, 2023, at 4:00 p.m.; November 29, 2023, at 4:00 p.m.

12. ADJOURNMENT

Motion made by LeFevre, Seconded by McKinnon. Voting Yea: McKinnon, Chairman Graham, LeFevre Meeting adjourned at 5:46 p.m.

APPROVED: OCTOBER 30, 2023

Jeremy Graham, Chairman