



# VILLAGE OF WINNEBAGO

## PUBLIC WORKS COMMITTEE MINUTES

Thursday, April 27, 2023 at 5:30 PM

108 West Main Street and Virtually

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### 1. CALL TO ORDER

Meeting was called to order at 5:30 p.m. Trustee McKinnon read the guidelines for remote meetings. Trustees Graham and LeFevre were both present at the Village Hall. Trustee McKinnon attended remotely. Guests attending remotely: Attorney Gaziano, and Public Works Director Chad Insko.

### 2. ROLL CALL

PRESENT

Mike McKinnon - remotely

Jeremy Graham

Adam LeFevre

### 3. DISCLOSURE OF ANY CONFLICT OF INTEREST

No conflict was noted.

### 4. CHANGES TO AGENDA

No changes to the agenda.

### 5. APPROVAL OF AGENDA

### 6. PUBLIC COMMENT

No public comment noted.

### 7. APPROVAL OF MINUTES

a. Minutes from March 28, 2023

Motion made by Trustee LeFevre, Seconded by Trustee Graham.

Voting Yea: McKinnon, Graham, LeFevre

### 8. DISCUSSION

a. Construction Funding Report

Not provided to the Committee.

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

Attorney Gaziano updated the Committee on the IGA Amendment #2 and will confirm a date.

- c. Project Plan for IEPA Loan funding for pending water main upgrades

Water main project is still under IEPA review.

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

Legal expense for a stand-alone project in house easement and possible annexation for main looping the dead-end at 624 S Church and dead-end at 620 S Goodling Streets. Fehr-Graham will prepare the legal description and easements for the two affected parcels. They will also provide this information to coordinate with the Village Attorney and the residents for approval, and for recording the documentation. The utility easement is occupied by storm sewer. They are in the village but not annexed and are not served by water. PW Director Insko asked whether the Committee wanted to offer the easement and intent to offer annexation as well since they are currently defined as pockets. Trustee McKinnon stated if Village resources are spent, it is to the advantage to the Village to bring them in fully. PW Director Insko stated that in years past, the Village offered unique agreements to incentivize the Pockets to annex in, including covering the cost for the service line (one time), covering the cost incurred for annexation and waiving the connection fee. Attorney Gaziano clarified that this was for voluntary annexation only. PW Director Insko stated they are receiving the benefits of being annexed already, such as garbage pickup at the reduced rate, policing, and plowed streets.

PW Director Insko stated the cost for materials would be approximately \$45,000, not including village labor, engineering and legal. There was a consensus of the Committee for voluntary annexation. Trustee LeFevre suggested annexation of the property and leave it to the resident whether to connect to water. He also asked whether the village had an ordinance that would require them to connect if there is well failure, or if property changes ownership. Attorney Gaziano stated that a well failure would require connection, but not a requirement for ownership changes. PW Director Insko stated that the Winnebago County Health Department guidelines are that if the service is within 350-450 feet if the connection is available, they would have to connect. If the property is not annexed the cost would be 150% of the rate to connect. Trustee McKinnon stated that until we have more details the approach would be to get a voluntary annexation of the property. Attorney Gaziano will follow up on the matter.

- e. Winnebago County - Axim Geospatial Asset Inventory

PW Director Insko stated that the contract was awarded and received. He stated the kickoff meeting will be in the next week, and will be underway.

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

The IEPA Lead and Copper Inventory per address was completed the 2022 report.

g. 2023 Road Project

PW Director Insko stated that the preconstruction meeting was completed. The project will be starting about the second week of May. The FRSA completed some underground work and repaired fractured manhole sections.

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

PW Director Insko updated the Committee on the Front-end loader, that it will be delivered in the next week. The check has been processed. The dump truck order is scheduled to start construction.

i. 2011 F350 Transmission Repair

PW Director Insko informed the Committee that the F350 transmission has internal issues and needs to be rebuilt. Motion to recommend Board approval and reaffirm the decision by President Eubank to rebuild the transmission not to exceed \$6000.

Motion made by Graham, Seconded by LeFevre.

Voting Yea: McKinnon, Graham, LeFevre

j. Bomag Roller Lease Renewal

The Bomag roller matter is complete. The insurance has been updated and the check has been processed.

k. Police Speed Radar Installation

The police speed radar to be relocated further west or north of funeral home. Trustee LeFevre stated it was also discussed at the Police Committee Meeting and the following locations were noted: 300 block of West McNair, and the 400 block of Elida.

PW Director Insko noted that there have been complaints about Swift Street. The units are not easily moved.

l. Police Video Cameras - Sonic Communication

No discussion.

m. Memorial Park - park upgrades, donation of bench

PW Director Insko stated the bench has been received and assembled; a pad will be installed for the placement of the bench.

n. Capital Building Spending Approval related to Hail Damage

PW Director Insko states that the Public Works Department is currently getting some estimated costs for new structures, at minimum a wash bay for the equipment. PW Director Insko notes that they are waiting for the Committee of the Whole (COW) meeting to get further direction.

Trustee McKinnon clarified, at the request of Trustee Graham, that this was going to be brought before the Board within 60 days and is currently about halfway to that deadline.

o. Sidewalk/Driveway Permitting

PW Director Insko is currently looking for the Committee to review the information that was sent out by Deputy Clerk Symonds and provide feedback/recommendations.

Trustee McKinnon noted that sidewalks are to be wider per the new requirements and in order to maintain uniformity, should read that any major repairs should be up to current code, while any minor repairs should match what currently exists. Trustee McKinnon requests the Committee look over the material provided and give their individual recommendations back to PW Director Insko to be discussed at the next Committee meeting.

p. Highlands Development - Open Items

PW Director Insko states that there is some builder interest, but that no action is required currently.

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

No additional commentary.

r. Water System Upgrade - Water Meters

PW Director Insko states that things are slowly progressing, but they were able to get 1" meters on hand and since the 24 toppers were added, they are at the halfway point to completion.

s. Snow Equipment - Purchase/Leasing

Not Discussed.

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

Not Discussed.

u. Salt Status/Purchases

Not Discussed.

v. Street Maintenance/Crack Filling & Chip Sealing

PW Director Insko states that the crack filling equipment will be available around June for rental, with note that historically they have received the rental for about 2 weeks for the cost of \$12,000-\$15,000. PW Director Insko also notes that the intent was to do \$40,000 of chip sealing but the County was not able to secure a reasonable bid from a local company, so depending on how the road project budget goes, there may need to be a chip sealing project as a bid project, which has not been the case in the past.

w. DCEO Grant

Not Discussed.

x. WINGIS

Not Discussed.

y. Retention Pond Issues

Not Discussed.

z. Budget Issues

Not Discussed.

aa. Downtown Parking/Overnight/Tenant Parking

Not Discussed.

bb. Trail Head

Not Discussed.

cc. Part-Time Seasonal Help

Not Discussed.

dd. Discuss IGA between Village of Winnebago and Winnebago Township

Not Discussed.

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

Not Discussed.

ff. Downtown Business Snow Removal Plan

Not Discussed.

**9. EMPLOYEE INPUT**

No input noted

**10. NEW BUSINESS**

None to report

**11. PRIORITIZED LIST OF VILLAGE ATTORNEY PROJECTS**

Priority projects for Attorney Gaziano include easement background research and the Four Rivers IGA finalization.

**12. ITEMS FOR DISCUSSION AT THE MONTHLY BOARD OF TRUSTEES MEETING**

Recommendation to Board for approval, and reaffirmation by President Eubank, to rebuild the transmission on the 2011 F350, not to exceed \$6,000.

**13. EXECUTIVE SESSION**

Committee did not enter executive session.

**14. NEXT MEETING DATE**

Wednesday, May 24, 2023, at 4:00PM

**15. ADJOURNMENT**

Motion made by LeFevre, Seconded by Graham.

Voting Yea: McKinnon, Graham, LeFevre

Meeting adjourned at 6:27 P.M.

Respectfully Submitted by,

Approved June 21, 2023

Michael McKinnon,  
Public Works Committee Chairman