



VILLAGE OF WINNEBAGO

PUBLIC WORKS COMMITTEE MEETING MINUTES

Wednesday, March 06, 2024 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

The meeting was called to order at 4:04 p.m.

2. ROLL CALL

PRESENT: Chairman Jeremy Graham, Adam LeFevre.

ABSENT: Mike McKinnon

GUESTS: Public Works Director Chad Insko, Superintendent of Street Jim Johnson, Village Attorney Mary Gaziano.

3. DISCLOSURE OF ANY CONFLICT OF INTEREST

4. APPROVAL OF MINUTES

- a. Motion to approve the minutes of February 7, 2024 was made by LeFevre, seconded by Graham. Trustee Graham stated that the following changes be made: Trustee Graham under B.1. the archeologist had not yet started the digging, and under New Business: Trustee Graham stated that he had brought up the discussion of the email sent by Trustee Ackerman, but did not respond to the email, also under New Business Public Works Director clarified that he had not heard from the trucking company regarding the equipment, and following the meeting he realized that his comment was not completely accurate, and that he had a verbal conversation with Trustee Ackerman in the fall, and stated that he was willing to be helpful with the storage of the equipment. Trustee Lefevre made a motion to approve the minutes with changes, seconded by Trustee Graham. Motion carried on a voice vote of those present.

5. PUBLIC COMMENT

No Public Comment noted.

6. DISCUSSION

- a.
 - i. The Clayton Court easement was discussed and will continue to be discussed at the next meeting.
 - ii. Village Administrator Dienberg introduced the Safe Step Sidewalk proposal, this proposal will also be incorporated into the WinGis system. Public Works Insko explained the details of the plan as outlined in the proposal. Trustee LeFevre asked if the proposal included the survey and repair up to the \$10,000. Public Works Director Insko affirmed that was the case, and there would be a new service area each year. Trustee Graham asked if the funds were coming from the sidewalk budget. Director Insko confirmed. A motion was made by Trustee LeFevre recommending to the Village Board the approval of the Safe Step Program, seconded by Trustee Graham. Voting Yea: Chairman Graham, LeFevre.
- b.
 - i. IEPA Loan funding - Project is pending the archeological survey, and the notification has gone out, and is set to start.
 - ii. Safe Route To School Grant: Director Insko updated the committee on the status of the application. Fehr Graham Engineer, Luke Ziegler, informed PW Director Insko that grant updates will be either late March or early April.
 - iii. No additional discussion.
- c.
 - i. Water System Upgrade - Water Meter. It is moving along, it is going well. Stephanie King, is eager to do a public service announcement. Due to software restriction during billing service orders cannot be scheduled, which is approximately 5 days out of a month. There are approximately 450 yet to complete.
 - ii. The Construction Funding Report was not included in the packet. Director Insko is working Mrs. Windgassen on the report.
 - iii. Budget 2024. There was not a discussion of the budget.
 - iv. Village Administrator presented the Purchase of Skid Loader, which was included in the 2024 Budget, at a cost of \$43,000 after trade-in of the Case SR250 valued at \$ 21,500.00. Motion was made by Trustee LeFevre, seconded by Trustee Graham. Trustee LeFevre asked what is wrong with the current skid loader. Village Administrator Dienberg stated that a vehicle or equipment replacement program is being developed. Trustee LeFevre asked if it can be pushed off, in order to plan for new facilities. Director Insko stated that they do follow a depreciation schedule for replacement. Trustee LeFevre questioned the need to replacement at this

time. Trustee Graham clarified the plan for the equipment replacement. Director Insko stated that it is at the point where trade-in value is ideal, for heavy equipment is between 1600-1800 hours. The current equipment is at 1605 hours. Motion carried on a roll call vote of those present.

- d. Director Insko asked for clarification to move forward with advertisement, and the confirmation of the starting range or dependent on qualification. Trustee LeFevre stated that advertisement with a range. Residency requirements within 20 miles was also discussed. Trustee LeFevre clarified the motion made on February 7, 2024 regarding the Public Works Maintenance I/ Public Works Maintenance II with certification that the wage range should be \$20 - \$24.50 depending on qualification for the advertisement of the position. Motion carried on the roll call vote of those present.

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. Sidewalk/Driveway Permitting
 - vi. Verizon Wireless Lease
 - vii. IGA with Win-Bur-Sew

Trustee LeFevre asked about the IGA with the Winnebago Township and the Village regarding the facility at 600 Soper. Director Insko stated that no additional documents were found. Trustee Graham suggested drafting an agreement that supersedes all other correspondence with Winnebago Township. Attorney Gaziano will review her files. Attorney Gaziano will provide that document within the week.

- 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
- iv. Capital Equipment Spending Approval
- 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

March 27, 2024 at 1:00 p.m.

12. ADJOURNMENT

Motion to adjourn was made by LeFevre, Seconded by Chairman Graham. Voting Yea: Chairman Graham, LeFevre. Motion carried.

Meeting adjourned at 4:44 p.m.

APPROVED: MARCH 27, 2024

Jeremy Graham, Chairman

Prepared from recording:

Kellie Symonds