



VILLAGE OF WINNEBAGO

PUBLIC WORKS COMMITTEE MEETING MINUTES

Monday, October 30, 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

The meeting was called to order at 4:05PM

2. ROLL CALL

PRESENT: Chairman Jeremy Graham, Mike McKinnon, Adam LeFevre

GUESTS: Jimmy Johnson, Chad Insko, Treasurer Sally Bennett, Attorney Mary Gaziano, arrived at 4:07PM, Julie O'Rourke, arrived at 4:55PM

3. DISCLOSURE OF ANY CONFLICT OF INTEREST

There was no conflict of interest noted.

4. APPROVAL OF MINUTES

a. Minutes from September 26, 2023

Motion made by LeFevre, Seconded by McKinnon.

Voting Yea: McKinnon, Chairman Graham, LeFevre

5. PUBLIC COMMENT

There was no public comment

6. DISCUSSION

a. Legal

i. IGA with Win-Bur-Sew

Chairman Graham questioned if there was any progress in determining who owns the equipment. Attorney Gaziano stated that there has been no determination yet but will follow up on this in the following week.

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

Attorney Gaziano stated that she has been in contact with Four Rivers Sanitation Authority's attorney but will need to follow up on a few items with him prior to bringing any updates to the Committee.

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

Attorney Gaziano stated that she did not have any update at this time, but should have a report at the next meeting.

iv. Sidewalk/Driveway Permitting

Public Works Director Insko stated that this is still being worked on, alongside the Safe Route to School Grant Opportunity, but that there are no updates at this time.

v. Verizon Wireless Lease

Discussion was had regarding the Verizon Lease letter and what the interpreted meaning was behind the letter. Attorney Gaziano stated that she will review the contract again but believes that no further action is needed by the Committee or Board at this time. Trustee McKinnon requested that the Committee come to an agreement on a course of action to be affirmed by the Board at the next meeting. Attorney Gaziano will write a response to Verizon stating that the Village is not interested in re-negotiating the terms of the contract at this time.

Motion made by McKinnon, Seconded by LeFevre.

Voting Yea: McKinnon, Chairman Graham, LeFevre

b. Projects

i. 2023 Road Project-Retainage

Public Works Director Insko stated that after some negotiations, the final invoice for Rock Road Companies should be approximately \$7,500, which will include the recent water main break repairs. He also noted that the project came in significantly under budget.

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

Public Works Director Insko stated that this is currently with Fehr-Graham but that everything is going well at this time. He noted that there may be some debt forgiveness that the Village receives but was unsure on the amount.

iii. Winnebago County - Axim Geospatial Asset Inventory

Public Works Director Insko states that a lot is happening in house at this time and that a Zoom meeting is scheduled for later this week to get the latest update.

iv. Safe Routes to School Grant Opportunity

Public Works Director Insko stated that the grant application is complete and the grant writers from Fehr-Graham are ironing out the last details. Public Works Director Insko noted that there were a lot of support letters written by the community. Chairman Graham questioned if there was a timeframe for the awarding of the grant, to which Public Works Director Insko stated that there should be an announcement on grant recipients sometime around May of 2024. Trustee McKinnon questioned that if this grant is awarded to the Village, if all of the easements and necessary work is in place already, to which Public Works Director Insko confirmed everything was ready for the grant, should it be granted to the Village.

v. Clayton Court to Soper Street Water Main Engineering Task Order

Public Works Director Insko stated that that the survey work was mostly completed last week. He noted that the best route for the water main is the next step in getting this completed.

c. Purchasing

i. Capital Equipment Spending Approval - Equipment Upgrade of \$70,000 (Line 51-44-951); other

Public Works Director Insko requested that a tractor be purchased due to it being a more of a priority over a new skid loader. He noted that by trading in the Kaboda that the Public Works Department currently owns, a better quality tractor can be bought for approximately \$53,000. Chairman Graham questioned how soon the tractor would be available, to which Public Works Director Insko stated it would be ready for pickup about 2 weeks after purchase.

Motion made by LeFevre, Seconded by McKinnon.

Voting Yea: McKinnon, Chairman Graham, LeFevre

Chairman Graham will follow up with Deputy Clerk Symonds or Administrative Assistant Windgassen about writing the resolution for this.

ii. Water System Upgrade - Water Meters

Public Works Director Insko stated that approximately 60% of the new meters have been installed, with two shipments recently coming in. He noted that the front office staff are doing a great job getting these scheduled with the public. Public Works Director Insko mentioned that the cost has gone up about 8%, which might be

mitigated if the remaining meters were bought outright, but that he will have to follow up with the vendor to get a definitive answer.

iii. Construction Funding Report

Treasurer Bennett stated that there are no new updates, but did note that Sullivans will have their final sales tax rebate payout around May of 2024.

iv. Budget 2024

Public Works Director Insko stated that initially the Elida St resurfacing and striping was planned for 2024, but given the state of the sidewalks in the Meadows, that will be postponed so that the Meadows can take priority in 2024. Public Works Director Insko also noted that if the Village were awarded the Safe Route To School grant, this would tie into the Meadows and may also be eligible to use MFT funds for this project.

Trustee LeFevre questioned what the price difference would be to have the sidewalks done in house versus being contracted and Public Works Director Insko stated it would be a substantial difference.

Public Works Director Insko stated that the biggest change in the budget for 2024 is the addition of another Public Works staff member.

Chairman Graham questioned the overall change in products and services, to which Public Works Director Insko stated that the change was due to inflation and the limit of quality vendors. Chairman Graham also asked if the Public Works Department was still interested in a UTV for maintenance work along the Pecatonica Prairie Path.

Public Works Director Insko voiced his approval for obtaining a UTV and noted that if the Police Department also wanted a UTV, that the Public Works Department would be happy to share and split the cost.

Trustee LeFevre stated that he had previously talked with President Eubank and Public Works Director Insko about the need for a new Public Works building. He suggested that an architectural design be done in 2024 with hail damage funds, with note that this would likely still be a 5 year project.

v. Fire Hydrant Purchase - (2) Hydrants \$6748.00 (Line # 51-44-542)

Public Works Director Insko stated that the standard practice at this time is to rebuild any problematic hydrants during the spring flush but that some are past the point of rebuilding and just need to be replaced. Public Works Director Insko requested that the Public Works Committee approve the expense for 2 new fire hydrants for \$6748.

Motion made by McKinnon, Seconded by LeFevre.

Voting Yea: McKinnon, Chairman Graham, LeFevre

Chairman Graham stated that he will let the Board know that this was approved in Committee.

d. Development/Misc

Not Discussed

7. OLD BUSINESS

a. Legal

i. Downtown Parking/Overnight/Tenant Parking

Not Discussed

ii. Discuss IGA between Village of Winnebago and Winnebago Township

Trustee LeFevre questioned what this item was in regards to. After some discussion, Trustee LeFevre stated that in talking with Deputy Clerk Symonds this past spring, it was discovered that the IGA that the Village has states that the Township owns the Public Works garage and that the Village only pays for the property tax and insurance on it. Attorney Gaziano confirmed that her attention had not been brought to this issue in the recent past. Public Works Director Insko stated that he believes that there are conflicting documents out there, with one stating that when the village grew and the village required more use of the building, then the Village would 'inherit' it. Trustee LeFevre noted that if the Committee is going to discuss replacing the facilities, that knowing who owns the property should be the first priority. Chairman Graham questioned if a new IGA could be written to supersede any prior versions, to which Trustee McKinnon noted having the old documents as supporting documents would be a great help. Attorney Gaziano will follow up with Deputy Clerk Symonds about the documents in the Village's possession. Trustee McKinnon recommended moving this item to discussion for future meetings since this will need to be straightened out prior to any building upgrades.

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

The Committee decided to move this topic to Discussion for next meeting to be discussed at that time.

- iv. Deeding of Willingham Subdivision Property from First Midwest Group to Winnebago Park District
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
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 Filling & Chip Sealing
Not Discussed
 - iv. DCEO Grant
Not Discussed
 - v. WINGIS
Not Discussed

8. EMPLOYEE INPUT

There was no employee input

9. NEW BUSINESS

No new business

10. EXECUTIVE SESSION

The Committee did not go into executive session.

11. NEXT MEETING DATE

Next meeting scheduled for Wednesday, November 29, 2023 at 4:00 PM

The Committee will bring the Verizon tower lease, tractor purchase, and the final invoice from Rock Road Companies to the next Board meeting. The Committee will also inform the Board of the purchase of two fire hydrants.

12. ADJOURNMENT

Motion made by McKinnon, Seconded by LeFevre.

Voting Yea: McKinnon, Chairman Graham, LeFevre

Meeting Adjourned at 5:09PM

APPROVED: NOVEMBER 29, 2023

Jeremy Graham, Chairman