



VILLAGE OF WINNEBAGO

PUBLIC WORKS COMMITTEE MEETING MINUTES

Wednesday, February 07, 2024 at 5:15 PM
108 West Main Street and Virtually

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

The meeting was called to order at 5:18 p.m.

2. ROLL CALL

PRESENT: Mike McKinnon, Chairman Jeremy Graham, Adam LeFevre

GUESTS: Attorney Mary Gaziano, Public Works Director Chad Insko, Streets Superintendent Jim Johnso, Joey Dienberg

3. DISCLOSURE OF ANY CONFLICT OF INTEREST - None

4. APPROVAL OF MINUTES

a. Minutes from January 3, 2024

Motion made by McKinnon, Seconded by LeFevre.

Voting Yea: McKinnon, Chairman Graham, LeFevre. Motion carried.

5. PUBLIC COMMENT - None

6. DISCUSSION

Trustee McKinnon had one item under New Business he wanted to discuss. Community Development had a couple questions to be addressed regarding the NICOR agreement. Trustee Graham also wanted to discuss the playground equipment as well.

a. Legal

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

The agreement with Four Rivers Sanitation Authority has been approved and completed and the check in the amount of \$ 15,600 for the property has been received. Trustee McKinnon gave a brief moment to explain the matter to Joey Dienberg.

- ii. Easement and possible annexation for water main looping, 624 S Church and 620 S Goodling Streets - The easement and possible annexation for the water main looping concerning 624 S Church and 620 S Goodling Streets there was no progress since last meeting.
- b. Projects
- i. IEPA Loan for Water Upgrades - The archeologists have not yet started. The work has been authorized to be done by Fehr Graham.
 - ii. Safe Routes to School Grant Opportunity - Public Works Director Insko spoke with Luke Ziegler of Fehr Graham regarding the Safe Routes to School Grant, and learned that the announcement of the award would not be until April or May
 - iii. Clayton Court to Soper Street Water Main Project - Plan and reviews have been completed, the construction permits are awaiting sign-off by the IEPA. Director Insko has begun their portion of the project in preparation of moving forward and getting a good start when all is approved.
 - iv. 2024 Street Project - with Luke Ziegler of Fehr Graham being off for maternity leave they are not as far along as they expected for the MFT project. But, they are working to get the documents ready to go to bid. Trustee McKinnon asked if the documents are received to get them to the Board members in advance of the Board meeting. Director of Insko explained the MFT project plans, and the use of local funds.
- c. Purchasing
- i. Water System Upgrade - Water Meters - Director Insko stated that 240 meters were received and 240 are on order. There has not been a price increase. There is a push to get meters changes scheduled. Stephanie King is working on a social media campaign.
 - ii. Construction Funding Report The Construction Funding Report was not distributed, due to the transition of the treasurer
 - iii. Budget 2024 to be reviewed once the costs of the MFT project moves forward.
 - iv. Generator – Director Insko stated that he has a preference to generators on wheels. He located a used twin to one he currently has costing \$12,500 (180 kw). A new one would cost \$50,000.

d. Development/Misc

- i. Hiring of new Public Works Employee - It is hopeful to begin advertising March 1, 2024, to hire a new Public Works employee. Superintendent is anticipating his retirement in approximately two years. Trustee LeFevre asked about the expected pay for the new hire. Director Insko stated that pay would be in line with the proposed step-pay proposal but is also dependent on experience.
- ii. Public Works Director Evaluation - Will be discussed in Executive (Closed) Session.

7. OLD BUSINESS – No discussion of Old Business items

8. EMPLOYEE INPUT – None

9. NEW BUSINESS

Trustee McKinnon asked Director Insko about the NICOR Gas Agreement. Director Insko stated he did respond to Trustee Ackerman on January 7, 2024, and in that response stated that he did not see any recommendation for changes. Trustee McKinnon asked about the damages to the village water system in NICOR sacrificial anodes. Director Insko explained the situation and the effects on the system in various location with the village. Trustee Graham discussed the email sent by Jason Ackerman regarding the storage of the playground equipment. Director Insko stated that he did not recall that as being part of the project. Trustee McKinnon stated it is outdoor equipment, but would need to be in a place that would prevent damage. Director Insko stated that if the following week it may be possible to begin. He suggested also notifying the public of the playground update using social media. Trustee McKinnon stated that once all the variables are determined we should get that information shared with the community.

10. EXECUTIVE SESSION

Development/Misc ii. - Public Works Director Evaluation will be discussed in Executive (Closed) Session. Trustee Graham invited the committee members, Director Chad Insko, to attend the closed meeting. Motion made by McKinnon, Seconded by LeFevre. Voting Yea: McKinnon, Chairman Graham, LeFevre. The meeting moved to the closed session at 6:07 p.m.

Returning from Executive (Closed) Session at : Mike McKinnon, Chairman Jeremy Graham, Adam LeFevre at 7:48 p.m.

11. NEXT MEETING DATE

The meeting is scheduled for March 6, 2024 at 5:15 p.m. Trustee McKinnon will be out of town, but will be able to attend remotely.

12. ADJOURNMENT

Motion to adjourn was made by McKinnon, Seconded by LeFevre. Voting Yea: McKinnon, Chairman Graham, LeFevre. Meeting adjourned 7:51 p.m.

APPROVED: MARCH 06, 2024

Jeremy Graham, Chairman .