



VILLAGE OF WINNEBAGO

PUBLIC WORKS COMMITTEE MINUTES

Monday, April 15, 2024 at 5:00 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 4:59PM

2. ROLL CALL

PRESENT

Chairman Jeremy Graham

Adam LeFevre

Mike McKinnon, virtually attending as of
5:00PM

GUESTS

Chad Insko, Public Works Director

Jimmy Johnson, Streets

Superintendent

Mary Gaziano, Village Attorney

Joey Dienberg, Village Administrator

3. DISCLOSURE OF ANY CONFLICT OF INTEREST

None

4. APPROVAL OF MINUTES

a. Minutes from March 27, 2024

Motion made by LeFevre, Seconded by Chairman Graham.

Voting Yea: McKinnon, Chairman Graham, LeFevre

5. PUBLIC COMMENT

None

6. DISCUSSION

a. Legal

i. Easement and possible annexation for water main looping, 624 S Church and 620 S Goodling Streets & Clayton Court

Attorney Gaziano stated that she has been in contact with both residents at 624 S.

Church and 620 Goodling Street. After discussion with Public Works Director Insko, it

was decided that he would visit with both residents to go over the details of what will be happening on Wednesday this week.

Attorney Gaziano stated that the letters for Clayton Court have not gone out yet due to the record of addressee not being updated. She noted that once the addressees have been confirmed, the letters will go out. Public Works Director Insko recommended reaching out to either Mrs. Kellie Symonds or Mr. Casper Manheim to help verify a May closing date.

ii. Water Main Looping Swift and Cunningham

No updates at this time.

b. Projects

i. Strand Engineering Task Order Source Water Protection Plan

Public Works Director Insko stated that the EPA is now requiring a professionally sourced water protection plan by July 26, 2024. He noted that he has been in contact with Fehr-Graham and Strand engineering, but since it is a very involved engineering effort, Strand offered to do the work at a cost of \$15,200. Public Works Director Insko mentioned that this cost has been budgeted for and that he has made it clear to Strand that the quoted amount is the maximum that the Village will pay for these services. Trustee LeFevre requested that the language "not to exceed" be put in the request so that it is in writing.

Motion made to bring the approval, of the expenditure of \$15,200 from account number 51-44-532 for Strand Engineering to create the Village's Source Water Protection Plan, before the Board.

Motion made by LeFevre, Seconded by Graham.

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

ii. 2024 MFT Street Project Bid Recommendation

Public Works Director Insko stated that the bids came in earlier this morning and were overall favorable for the Village. He noted that the lowest bid came in from Rock Road Companies at \$317,323.20, which includes the concrete for sidewalks. He mentioned that material can be added or removed and kept at the same unit pricing. Public Works Director Insko requested that the bid recommendation be brought before the Board by committee. Chairman Graham questioned if the Village is obligated to go with the

lowest bid, to which Public Works Director Insko noted MFT fund usage requires the lowest bid to be accepted, unless there is significant and valid reasoning not to.

The motion was made to recommend to the Board, the approval of Rock Road Companies' bid, which is not to exceed \$320,000.

Motion made by LeFevre, Seconded by Graham.

Motion carried.

iii. Project Plan for IEPA Loan Funding for Pending Water Main Upgrades

Public Works Director Insko stated that he was recently informed that the Archaeological survey is now complete with no findings. He noted that a letter from the Village needs to be sent on letterhead, re-validating their findings before the project can move forward.

iv. Clayton Court to Soper Street Water Main Looping

Public Works Director Insko stated that there is a small possibility of grant funding from the state for this project, but there have been no updates on the status at this time.

c. Purchasing

i. Purchase of Utility Terrain Vehicle (Approved in 2024 CY Budget)

Public Works Director Insko briefly recapped the history of discussion about purchasing a UTV with the Police Department. He went through the pricing on the different quotes received and mentioned that Sergeant Haff was confident that he would be able to do the up fitting of lights himself to save on costs.

Motion to recommend Board approval for the purchase of the 2024 Polaris Ranger XP 1000, from Monroe Powersports Inc., not to exceed \$28,000.

Motion made by LeFevre, Seconded by Chairman Graham.

Voting Yea: McKinnon, Chairman Graham, LeFevre

d. Development/Misc

i. Hiring of Public Works Laborer

Public Works Director Insko stated that of the approximate 67 applicants, 18 were selected for interviews. Of those 18 contacted, only about 10 scheduled interviews. He mentioned they had several no-call-no-shows, and ended up with 3-4 strong

candidates. Public Works Director Insko went over the selected applicant's credentials briefly and noted the new hire, Gage Offill's, excitement to join the department as Maintenance I laborer. His pay will still be split 50/50 between O&M and Streets, but Village Administrator Dienberg noted that for upcoming budgets, he is wanting to review how payroll is divided.

7. OLD BUSINESS

a. Legal

- i. Downtown Parking/Overnight/Tenant Parking
- ii. Discuss IGA between Village of Winnebago and Winnebago Township
Trustee LeFevre asked if there was an update, to which Attorney Gaziano responded that there was not, but that she would follow up on it.
- 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

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
Streets Superintendent Johnson noted the Village has fulfilled our obligation in salt purchases.

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

None.

9. NEW BUSINESS

Public Works Director Insko stated that he and Attorney Gaziano have been working on a driveway/sidewalk permit intermittently, but that soon it will be moving higher on priority list.

Streets Superintendent Johnson noted that he would be taking a leave of absence soon for approximately 4-6 weeks.

10. EXECUTIVE SESSION

None

11. NEXT MEETING DATE

Village Administrator Dienberg requested that the Public Works Committee meeting become a regularly scheduled monthly meeting and proposed the third Monday of every month. Trustee LeFevre noted his schedule fluctuates a lot, but that it should work overall. The next meeting date was set for May 20, 2024, at 5PM.

12. ADJOURNMENT

Motion made by LeFevre, Seconded by Chairman Graham.

Voting Yea: McKinnon, Chairman Graham, LeFevre

Meeting was adjourned at 5:37PM.

UNAPPROVED

Jeremy Graham, Chairman