

IRDC Committee Meeting
Infrastructure Rehabilitation Development Committee (IRDC)
March 9th, 2016 @ 2:00 PM
Village of Port Byron
Village Hall, 120 S. Main Street.
This is an open meeting, and the public is invited to attend.

MINUTES

1. **Call to Order – 2:00**
2. **Roll Call/Establishment of quorum/Pledge of Allegiance**
Wes, Kevin, Eric S., Jared (MSA), Nick (MSA)
3. **Official Business**

Projects/Topics

1. Water/Sewer Rate Recommendations

- MSA presented the updated cash flows for the water and sewer accounts. After discussing expenses, projected fund balances, and capital reserves, rate increases were evaluated to see how they would affect projected cash flows.
- After much consideration, IRDC recommends that the sewer rate is increased by 2.5% annual. This will help keep the sewer fund in good shape and begin to establish capital reserves. This increase will likely not be able to support any significant projects, but should be able to pay for general maintenance and upkeep.
- IRDC recommends that the water rate is left as is. The water fund will likely not be able to support any significant projects, but will be able to pay for general maintenance and equipment upgrades.
- Wes and the clerk will work on updating the ordinance and getting it presented at the council level.
- MSA to prepare a summary of both water and sewer accounts with the aforementioned incorporated for Village use.

2. Hwy. 84 Sidewalk & Water Main

- a. **Update** - Continuing with design.
- b. **DOT Coordination Meeting** – Set for April 5th at 1PM in Dixon, IL
-Acknowledged. Kevin, Eric, and Jared will be attending.
- c. **Retaining Wall Discussion** – MSA to work with Eric to determine retaining wall design parameters. Present to Village board once determined for final approval.

3. **Meeting Bi State Deadlines** – Kevin to call Bi-State to discuss economic development inquiry.

4. **Meeting State Deadlines**

5. **Don and Eric Comments**

- a. ArcGIS Online Upgrade – MSA prepared a task order for upgrading the Village’s GIS to transitioning it to Esri’s server. The cost is \$6,450 (MSA fees) plus a \$2,500 annual subscription due to Esri (for hosting). This will allow the Village to go mobile with GIS. MSA also presented optional add ons for mobile GIS applications. Eric recommends that the Village should first complete the transition to Esri, then consider developing additional applications and mobile application in the future or upcoming budget years. IRDC concurs. Eric will present MSA’s proposal to the board.
- b. Street Evaluation (PASER) – Eric presented and discussed a proposal from MSA, in the amount of \$5,600, to complete a street analysis and Capital Improvement Plan (CIP). The intent would be to rate and prioritize roadway maintenance and reconstruction. The proposal includes a windshield evaluation with Eric, database development, cost estimates, and a final report with prioritization and summary of general roadway characteristics in the Village. IRDC is in favor of completing this, so that MFT projects and funding of street projects are identified and planned for. Eric and IRDC are going to discuss the proposal again in the future before presenting to the board.
- c. **2016 MFT** – Eric would like to complete a 2” HMA overlay on Gerard Street or Lakeview Drive. The cost estimates are \$50,000 and \$100,000 respectively. Eric is going to present this to the board, and then MSA and Eric will begin working on the MFT paperwork to gear up for bidding the project.

6. **Rental Ordinance** - Not discussed.

7. **MSA** – Discussed services that MSA has provided to the Village since IRDC was established. MSA has been assisting the Village with a number of tasks not associated with the projects that were occurring.

- MSA presented Amendment No. 1 in the amount of \$4,400 for the additional time and effort involved in the water and sewer rate study & CIP. The project took significantly longer, additional meetings were conducted, and additional tasks were performed that we not originally

anticipated or described in the original scope of work. MSA is requesting that the Village consider the amendment for additional compensation.

4. Mayors Comments – None.

5. Gallery Comments – Lou asked when the users were going to be required to hook on to Village water along the Hwy. 84 water extension. Kevin explained that the Village has 5 years, and a letter will be sent out in the near future with a deadline of when they have to hook up by.

- Lou also asked if Village Hall is considered infrastructure. If so, he is wondering if the TIF committee should put an earmark in the future to pay for an update to Village Hall. He will discuss with the TIF committee.

6. New Business – None.

7. Adjournment – 3:55

Next Meeting: March 23rd, 2:00 @ Village Hall - TBD