

**IRDC Committee Meeting**  
**Infrastructure Rehabilitation Development Committee (IRDC)**  
**August 20, 2018 at 4:00 PM**  
**Village of Port Byron**  
**Village Hall, 120 S. Main Street**  
**This is an open meeting, and the public is invited to attend.**

**AGENDA**

1. Call to Order – 4:10
2. Roll Call/Establishment of quorum – Wayne Oney, Bruce Peterson, Gerry Meade, and Jared Fluhr (MSA). Audience: Kevin Klute & Dustin Sloan.
3. Review & Approve Minutes of 7/16 – Appoint Recorder for Meeting Minutes – Motion by Gerry, second by Bruce to approve the minutes. Approved.
4. Mayor’s Comments – None.
5. Public Works Comments (Eric & Don) – Not present.
6. Project Updates (MSA)
  - A. Hwy. 84 Sidewalk & Water Main Replacement – (TAP & ITEP Grants) – Preliminary plans have been submitted to IDOT. The biggest item of concern/discussion are driveway slopes.
    - i. Public Meeting Date(s) – Once IDOT Okays the Village to proceed to a public meeting, MSA will email the committee to set a date. The meeting needs to be advertised in the newspaper for 15 days (need to verify exact duration).
    - ii. Specialty Agents – Property Acquisition – Once the public meeting is held and the Project Development Report is approved, the Village will need to hire a Title Co., Negotiator, Appraiser, and Review Appraiser to assist with the acquisition of several temporary construction easements.
    - iii. Televising/Locating Missing Manholes (by Dorrance Park) – There are 2 or 3 sanitary sewer manholes that have not even been located by the Village or MSA along the drainage way. Due to the proposed water main crossing below the existing the sanitary sewer, the sewer main either needs to be replaced for 10’ on each side of the water main or the sewer main needs to be CIPP lined. Since the water main is likely going to be directionally drilled, it will likely be best to line the sewer main, but the manholes need to be located.
      - IRDC recommended that public works try to locate these manholes and obtain a quote to televise these sewer mains (and any other in town that are suspect of repair needs).
  - B. Capital Improvement Plan (CIP)/Project Financial Planning
    - i. Finalize Project List & Priorities – Reviewed the project list and the only project the committee is uncertain about the timing and need is the new well.
    - ii. Water and Sewer Rates – Discussed the water rates and potential increase in great detail. Bruce commented that all the communities’ charge utilities different, so it is hard to compare apples to apples. However, Dustin and other committee members believe that Port Byron’s water rates are already on the high end in the area, and do not want to raise rates unless absolutely necessary. Therefore, the

committee decided to hold off on recommending any rate increases until a project needs to be completed, and then the rates would be re-evaluated for a specific project needs (i.e. loan repayment cost per user or debt service).

- Jared noted that the water account does not have sufficient funds to pay for any water projects at this time, as it will only be able to pay \$150,000 towards the water project along IL 84, with TIF paying the balance, over \$1 million. Worth.

- C. Lakeview Drive HMA Overlay – Port Brothers expected to start mid-September with a completion date of Sept. 30<sup>th</sup>, after the approved time extension.
  - i. Additional Patching and/or Sealing – Not discussed
- D. IL 84 Water Main Relocation (Quarry St. to South of Linn St.) – McCarthy began submitting materials (shop drawings). MSA has been reviewing them on behalf of the Village. McCarthy plans to begin construction in the upcoming weeks.
- E. GIS - MSA wanted to follow-up with Eric to see how the GPS collection is going. However, Eric is on vacation.

7. Old Business:

- A. Sidewalk Maintenance Program & Ordinance Review/Update – Tabled.

8. New Business:

- A. ITEP Award – Downtown Streetscape – Bruce and MSA informed the committee that the meeting with IDOT on August 8<sup>th</sup> went well. IDOT was receptive to the Village’s proposed concept of the downtown and indicated that they would allow angled parking if the Village makes the request and can demonstrate that there is not any current safety issues (crash data). Other issues would need to be worked through during the design stage.

- The next step for the Village is finish completing the “Procurement Policy” and the Request for Qualifications (RFQs). The Village also needs to identify a selection committee, which will be responsible for determining the scoring of the RFQs, for scoring the actual submitted proposals, ranking the consultants, and recommending a consultant to the Village board to begin contract negotiations with.
- Bruce will seek interested individuals who would like to be part of the selection committee, and appoint that at the next Board Meeting.
- Barb will meet with Wayne to work on the RFQ. The selection committee will then review and finalize the RFQ.
- Note that the Village will need to advertise for interested consultants in the newspaper for a specific amount of time (set by IDOT) and set a date/time that the Statement of Qualifications (SOQ) are due by.

9. Gallery Comments – None.

10. Adjournment -5:46

Next Meeting: September 17<sup>th</sup> at 4:30 PM (Tentative)