

**MINUTES OF THE  
CITY OF MOUNT CARROLL – CDAP PUBLIC HEARING  
TUESDAY, JUNE 9, 2015 AT 7:15 P.M.**

The bell was rung to announce the start of the meeting. Mayor Carl Bates called the meeting to order at 7:15 p.m.

**ROLL CALL**

Aldermen Paul Kaczmarek, present, Jim Rose, present, Kevin Powers, present, Doug Bergren, present, Mike Risko, absent and Joe Grim, present.

Mayor Bates introduced Ms. Sharon Pepin, Community Funding and Planning Services, to facilitate the public hearing. The following information was presented to the council members in attendance and the general audience.

*Purpose of Public Hearing -*

The City of Mount Carroll is holding a second Public Hearing to provide information on the recently completed Sanitary Sewer Lining Project. The first public hearing was held February 2013, prior to the City submitting the Community Development Assistance Program (CDAP) grant application to the Illinois Department of Commerce & Economic Opportunity (DCEO).

The City applied for a Public Infrastructure grant, and its application met all three of the national objectives: 1) benefit low-and moderate income persons; 2) aid in the prevention or elimination of slum and blight; and 3) addressed a problem that poses a serious and immediate threat to the health and welfare of the community. The grant application was submitted in February 2013, and the City received word in November that it was awarded a \$103,300 CDAP grant; with a two-year contract which ends September 30, 2015. Although additional work was completed, no grant modifications were necessary as the scope of work remained the same. The overall project was originally estimated to cost \$135,800, with the City contributing \$32,500.

The City of Mount Carroll's CDAP Public Infrastructure grant application request was for the repair and lining of roughly 3,000 linear feet of deteriorated and failing pipe within the sanitary sewer collection system. The project locations were along Mill Street, from Rapp Street to Franklin Street including the piping into the wastewater treatment plant, and a section of piping that runs near Aspen Drive to Cole Avenue and then to Mill Street. An Eight Step Floodplain Review and Format II Environmental Assessment was completed for this project, and environmental clearance letters were secured from the required state agencies. No public comments were received during the public comment period, and DCEO provided an environmental clearance and Special Grant Conditions clearance letter on July 13, 2014. This letter allowed for construction of the project to move forward.

The sanitary sewer project was advertised in the Mirror Democrat in July 2014, with the project's bid opening being held on August 12, 2014. The City received 3 bids, with Hoerr Construction, Inc. providing the low bid of \$114,095.75.

The City awarded the sanitary sewer project on September 17, 2014 to Hoerr Construction in the amount of \$114,095.75. As required by the CDAP grant, contractor debarment was verified and a Notification of Contract Award was submitted to DCEO. A pre-construction meeting was held on September 23, 2014, with construction starting October 15, 2014. Hoerr Construction was the prime contractor, with one subcontractor also working on the project. On-site employee interviews were conducted and weekly payroll reports were reviewed for the prime and all the subcontractors. All required prevailing wage rates were paid on the project.

Since the project came in under the engineer's estimate, the City used their matching funds to complete additional sewer televising work and to also purchase pumps/equipment for their treatment plant. All CDAP construction grant funds have been drawn down. The final administrative invoice will be drawn down after the public hearing and closeout reports have been completed. All other invoices relating to the project have been paid. A CDAP Close-Out Report and a Grantee Evaluation Report has been prepared and is being provided to the City for approval/signature. Once signed, the close-out reports and the minutes from this public hearing will be submitted to DCEO as part of the project close-out process. The grant contract ending date is September 30, 2015.

Two construction change orders were issued for the project; one decreased project costs by \$266.25, and one lengthened the construction contract completion date. The total construction cost was \$113,829.50.

MSA was hired by City to provide construction engineering services for the sanitary sewer project. The original fee for construction observation services was \$12,000. The engineering services were paid with City funds as part of its local match.

In February 2014, the City sent out Request for Qualifications for grant administrative services. Community Funding & Planning Services provided a proposal and a letter of qualifications for the CDAP administrative work and was hired by the City to provide grant administrative duties. The administration fee was \$5,800 and was paid with CDAP grant funds. Administrative duties included DCEO contract review, environmental review procedure, on-going correspondence with DCEO staff, quarterly project status and quarterly financial status reporting, annual HUD Performance reporting, correspondence with DCEO staff regarding approval to do additional work, record keeping of project costs, overall financial management, review of contractor payroll reports, conduct on-site employee interviews, address wage rate non-compliance issues, advertise and conduct public hearing, and close-out reporting.

Overall the total project cost was \$135,800, with the CDAP contributing \$103,300 and the City contributing \$32,500. The City is in the process of expensing additional leveraging funds of roughly \$4,170.

In December 2014, a representative of DCEO conducted a monitoring visit of the City's CDAP project to ensure that the project was done in accordance with DCEO grant guidelines. DCEO submitted a letter to the City noting that everything was in order and that there were no 'findings'. However, since the project was not yet complete, additional documentation was requested to be submitted once the project was finished (this additional information has since been submitted).

Based upon the data gathered from the community-wide income survey that was completed by the City in 2012, the low-to-moderate benefit is 55.6% throughout the City.

Questions / Comments

Discussion regarding the area involved in this sewer lining project. It was noted that the water and sewer superintendent reported a notable decrease in the flow to the sewerage treatment plant after the project was completed. The proposal to continue with a Phase 2 sewer lining project was presented that would travel southeasterly from the point by the Aspen Park subdivision that was completed this last year.

Mayor Bates adjourned this meeting at 7:30 p.m. to the regular meeting of the Mount Carroll City Council.

Submitted by Julie Cuckler, City Clerk



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