

**IRDC Committee Meeting**  
**Infrastructure Rehabilitation Development Committee (IRDC)**  
**December 2, 2016 at 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.**

**AGENDA/MINUTES**

1. Call to Order: 2:10
2. Roll Call/Establishment of quorum - Patrick Strobel, Kevin Klute, Eric Sikkema, Jared Fluhr (MSA), Gerry Meade, & Lou DiLauro (guest)
3. Review & Approve Minutes: **Were these approved??**
4. Project Updates
  - A. Hwy. 84 Sidewalk & Water Main (TAP) – Phase 1
    - i. Review Budget – Reviewed and discussed the budget in detail. Discussed how engineering fees are calculated, and that the percent used in the initial cost estimates are just for budgeting purposes. Once engineering is ready to start on a project, a detailed scope of work and fee is prepared. The Village discussed the possibility to obtain a loan if necessary to fund the project until the water fund or TIF can pay off the short term loan. The project schedule and timeline for costs that the Village will be responsible for will be further defined as the projects progress.
    - ii. Value Engineering – MSA will look at ways to reduce construction costs, and present any options to the Village for consideration.
    - iii. Retaining Walls - Eric reviewed the walls and believe some may be able to be eliminated. The Village will need to get the residents to donate a temporary construction easement if the yards were graded in lieu of building a retaining wall.
  - B. Hwy. 84 Sidewalk & Water Main (ITEP) – Phase 2
    - i. DOT Kickoff Meeting Preparation – December 13th 1:30 PM at Village Hall – Kevin and MSA to attend. Others were invited, but have not committed to be in attendance yet.
    - ii. Review Budget
    - iii. MSA Contract for Design Services – MSA will begin preparing a scope of work and fee associated with it for the design of phase 2 of the project. This will likely be ready for Village consideration at the 2<sup>nd</sup> December meeting, but more likely the first January board meeting.
  - C. Street evaluation – PASER – MSA completed the street evaluation rating, and is waiting on Eric to complete his own. The ratings will then be summarized and averaged. MSA will then continue working on the report and cost estimates. This is expected to be complete in January.
  - D. GIS Asset Management – Nothing new to report.

5. Old Business:
  - A. Water Hookup Letters – Review Kevin’s Final Letter & List - Kevin to send out the 1<sup>st</sup> of the year.
  - B. Shew Development
    - i. MSA Memo – Options – MSA reviewed the memo sent to the Village with options for extending sewer to Park St. and James Street. Kevin doesn’t think the Village can afford to extend sewer to the properties. Kevin will call Shew and inform him that if he wants to proceed, he would have to cover the costs, as the Village cannot see to justify spending \$50,000 plus for Shew to develop three (3) lots.
    - ii. MSA Work Completed to Date – MSA has more than \$1,500 into this effort to date assisting the Village with cost estimates, investigating options, and coordinating with the developer. This type of work is typically all completed up front by the developer. However, in this situation, the Village requested MSA to look into options, since they were in favor of a developer building 3 houses. This effort may not be billed since MSA and the Village currently have a great working relationship and is working on multiple projects for the Village. If further work/investigation is required, additional conversations regarding compensation for the work will be necessary.
6. New Business:
7. MSA
  - a. General Engineering & Miscellaneous Services – MSA would like to present the Village with a Miscellaneous Services contract near budget time, so engineering can be budgeted for. This would include completing miscellaneous tasks requested by the Village that come up throughout the year that can be budgeted for.
8. Mayor’s Comments -None.
9. Public Works Comments (Eric & Don) – Gone already.
10. Gallery Comments – None.
11. Adjournment - 3:10

Next Meeting: December 16<sup>th</sup> @ 2:00