

IRDC Committee Meeting
Infrastructure Rehabilitation Development Committee (IRDC)
January 13, 2017 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: 2:20
2. Roll Call/Establishment of quorum – Gerry Meade, Eric Sikkema, Kevin Klute, Steve haring (MSA), & Jared Fluhr (MSA)
3. Review & Approve Minutes: Minutes from the December 30th meeting were reviewed and approved.
4. Project Updates
 - A. Hwy. 84 Sidewalk & Water Main (TAP) – Phase 1
 - i. Review Schedule – It was determined to aim for an August/September letting for phase 1, as the Mayor does not want to rush the project. This will also give the Village a better chance of receiving additional TAP grant funds from Bi-State.
 - ii. Review Budget – Discussed below.
 - B. Hwy. 84 Sidewalk & Water Main (ITEP) – Phase 2
 - i. Review Schedule – The tentative schedule was reviewed. Assuming MSA is under contract in January/February 2017, the Village might be able to have a summer/fall letting in 2018 for phase 2.
 - ii. Review Budget – Kevin would like to pay for all engineering (design and construction) with Village funds so that the Village doesn't have to go through the RFQ process with the DOT. Therefore, MSA will need to discuss what this means for the overall project budget, since the grant application assumed the Village would receive grant funding for 80% of engineering fees. MSA will discuss with the DOT and update the budget prior to the next IRDC meeting.
 - iii. MSA Contract for Design Services – MSA's contract for design of phase 2 of the sidewalk AND water main is \$168,000. The scope of services was briefly reviewed. This will be reviewed and discussed further at the next IRDC meeting and then presented to the board in February.
 - C. Street evaluation – PASER – MSA reviewed the draft street ratings and cost estimates. Eric will review everything and note any changes he would like to make (primarily street rankings and priorities) and get them back to MSA in the next 2 weeks.
 - D. GIS Asset Management – MSA will schedule training with staff in February.

5. Old Business:

- A. Water Hookup Letters – Review Kevin’s Final Letter & List – Kevin is holding off on this for the time being. Will be removed from future agendas.
- B. Shew Development – Kevin will call Shew. He did not return Kevin’s last call.

6. New Business:

- A. Litigation – MSA prepared a time and material contract to be an expert witness, with an estimated fee of \$2,500. MSA will answer Graham’s questions next week. IRDC recommends the contract is presented and approved at the January 17th Board Meeting.

7. MSA Comments – No additional comments.

8. Mayor’s Comments – Kevin is on Vacation from Jan. 25th – February 8th.

9. Public Works Comments (Eric & Don) – None.

10. Gallery Comments – No one present.

11. Adjournment – 3:45

Next Meeting: February 3rd @ 2:00 PM – TBD.