

**IRDC Committee Meeting**  
**Infrastructure Rehabilitation Development Committee (IRDC)**  
**June 5, 2017 at 4:30 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 – 4:40
2. Roll Call/Establishment of quorum – Bruce Peterson, Patrick Strobel, Gerry Meade, Jared Fluhr (MSA)
3. Review & Approve Minutes of 04/21/17: Gerry made the motion to approve the minutes, 2<sup>nd</sup> by Brice. All yes, approved.
4. Mayor's Comments – Bruce is looking for more assistance from MSA as it relates to IRDC involvement/direction and project financing. Bruce would also like to complete a Capital Improvement Plan (CIP) and have it list the projects to be completed in the next 5 years, and exactly how each project will be financed. This will then be used at budget time, and projects will be designed and prepared over the winter months, so they are ready for bidding in spring, instead of waiting until last minute. Jared mentioned that MSA has assisted with project planning, but has not been involved with the financing aspect of project planning, as it was handled by members of the last administration. MSA is certainly capable of filling this role, and we do have Municipal Advisors on staff (in addition to engineers that our involved on a day to day basis) to help oversee project budgeting and Village financing options. MSA will discuss this request internally and have a proposal ready for the next committee meeting.
5. Public Works Comments (Eric & Don) – Not present, but Jared touched base with Eric last week so he could cover for Eric. Jared discussed the 9<sup>th</sup> Street project with him, and is discussed below under that topic in the minutes.
6. Project Updates (MSA)
  - A. Hwy. 84 Sidewalk & Water Main– Project 1(TAP) & Project 2 (ITEP)
    - i. Combination of Grants – MSA briefly provided an update on how and why the Village went this direction of combing the grants into 1 project.
    - ii. Schedule & Budget Summary – MSA provided an updated schedule and budget. In summary, the Village is hoping to bid the project early summer 2018 and try to complete construction in 2018 as well (if possible). MSA explained that the amended environmental approval (because of combining the projects/grants) and DOT approval in general could make it difficult to meet the schedule.
      - Bruce would like MSA to assist IRDC with determining how the Village's anticipated match of \$2 million will be financed. This will likely be completed simultaneously with the CIP.
  - B. Street Evaluation (PASER) Report
    - i. MSA Amendment for Additional Scope of Work (5 Year Budgeting Plan?) – After discussion, this report can be completed. The financing options of the streets will be completed with the CIP. The Street Evaluation report will only have cost estimates in it, and the CIP will identify funding/financing options.

7. Old Business:

- A. Shew Development – MSA presented Mark Shew’s latest proposal. Mr. Shew is requesting the Village to pay for engineering of the sewer extension, as well as approximately \$80,000 of the sewer extension, and roadway work. Mr. Shew proposed to contribute \$20,000, but informed MSA he may be willing to contribute more, if the Village completes the project on their own. MSA also discussed the additional information Shew sent to help explain/justify his cost estimate. There were concerns as to exactly what the Village could be paying for in Mr. Shew’s proposal, and it was agreed that the Village would not be paying for any private development costs to help Mr. Shew, nor wants it to appear they are. Therefore, MSA recommended that if the Village indeed wants these new houses on sewer, and correct the sewer issues on James Street, it would be in the best interest of the Village to complete the sewer extension themselves. Details on a development agreement with Mr. Shew could also be worked out if IRDC and the Village Board decides to move forward with the project. Patrick requested that MSA prepares a proposal for design, permitting, bidding, and construction administration for the sewer extension. At the next meeting, he would also like to review the total estimated cost, where the financing would be coming from, and options for recapturing the Village’s investment. MSA requested Patrick or Eric to talk with the residents on James Street, to see how bad their sewer issues are/were, and see if they would be in support of the project, which would include all new sewer laterals for each resident.
- B. Review of Water & Sewer Rate Study – Not discussed, other than it will likely be reviewed if the Village approves MSA’s CIP proposal.
- C. 9<sup>th</sup> Ave. Rehabilitation – Scope/Budget, MSA Proposal – MSA explained the three (3) cost estimates prepared to address the drainage issue and resurfacing the street. The most expensive option of \$225,000 included curb and gutter on both sides. The 2nd option included only curb on the north side (to address the drainage issue) at \$157,000. The 3<sup>rd</sup> and cheapest option did not include any curb and gutter, only included regarding of a ditch, and is estimated at approximately \$98,000. Eric Sikkema does not have enough budgeted, but was going to request that TIF pays for a portion of the project. The committee could not make a decision on which option to proceed with. Patrick requested MSA to regroup with Eric, and bring a proposal back to the next meeting identifying the funding sources for the option we recommend.
- D. Subdivision Ordinance Update – MSA Proposal – Not discussed, will be addressed by P&Z.

8. New Business:

- A. GIS Maintenance & Development – Tabled.

9. Gallery Comments – Dustin Sloan – No comments.

10. Adjournment – 5:50

Next Meeting: TBD (June 19<sup>th</sup> or July 17<sup>th</sup> at 4:30) – MSA recommends holding another meeting this month and will see what works for the group.