

IRDC Committee Meeting
Infrastructure Rehabilitation Development Committee (IRDC)
April 21, 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 – 2:02
2. Roll Call/Establishment of quorum – Patrick Strobel, Kevin Klute, Gerry Meade, Jared Fluhr (MSA) – Guests: D. Wayne Oney, Patty Lindley, & Dustin Sloan (Trustee Elects).
3. Review & Approve Minutes of 03/24/17: Motion by Kevin to approve minutes.
4. Mayor’s Comments - None
5. Public Works Comments (Eric & Don) – Not present.
6. Project Updates (MSA)
 - A. Hwy. 84 Sidewalk & Water Main– Project 1(TAP) & Project 2 (ITEP) – MSA provide a brief update on the project limits, scope and funding for the project to the elected trustees. Kevin Klute also provided project background as it relates to the project funding and schedule. He stressed the importance to the new board members of the reviewing the project budget as the projects progress. He informed them that the Village inquired at the bank for a loan to help cover the project if it is needed.
 - i. DOT Coordination Meeting Summary – MSA explained that the meeting was an overview of the project schedule with IDOT. The possibility of changing the project limits was discussed, but the DOT and Bi-State would need to review and approve the changes, and it could cause some delays. It is likely not worth the effort of modifying the project limits between project 1 and project 2 to shift approximately \$60,000 from project 1 to project 2.
 - ii. Schedule & Budget Summary – The DOT discussed the option of the Village combining the two projects. They are going to explore this option with Bi-State next week. If the project are combined, the project will not be bid until summer of 2018. However, if the project continue as separate projects, project 1 will be ready to bid in the fall of 2017.
 - B. Street Evaluation (PASER) Report – The final report will be completed and reviewed with the committee and Eric in May.
7. Old Business:
 - A. Shew Development COA Decision – Patrick, Kevin, and MSA gave an update to the elected trustees on the Shew development. The developer would like to develop 2 properties at the end of James Street, but sewer would need to be extended to the property. The developer likely cannot support the development with infrastructure costs of this magnitude. Therefore, Mr. Shew is working with contractors on estimating his project costs to see if the development is feasible. It has been discussed that he may request the Village to contribute financially to assist in the sewer extension. Village representatives at previously IRDC meetings informed him that all options are on the

table and Mr. Shew is welcome to request the Village Board to assist, but it will need to go to a Board meeting for a vote.

- B. Review of Infrastructure Projects on Village Radar – Kevin, Patrick, and MSA reviewed active and planned projects that IRDC has been working on. A prioritized list of projects the Village Board wishes to complete over the next several years was distributed to the new board members. This list was developed during a Capital Improvement Planning (CIP) effort in 2015/2016.
- C. Review of Water & Sewer Rate Study – MSA informed IRDC and the elected trustees that the CIP and Rate Study was never completed and adopted by the board. Draft copies were given to the new board members. This report will be reviewed and proceed to be adopted by the board in the next couple months.
- D. MSA General Engineering & Miscellaneous Services Agreement – Patrick motioned that IRDC recommends that the Village Board to approve a General Engineering & Miscellaneous Services Agreement with MSA for an estimated annual cost of \$5,000. It is recommended that the Village has engineering budgeted for everyday miscellaneous things that pop up week to week. With this in place, MSA will be “on call” to start assisting the Village with work on short notice. The contract would be used for tasks such as subdivision/plat reviews and water/sewer/streets technical assistance, to name a few. In the past, when the Village requested MSA to complete any tasks, a task order was prepared and presented to the board for approval. Having this agreement in place will streamline everyday tasks that the Village requests our assistance with.

8. New Business:

- A. 9th Ave. Rehabilitation – MSA informed the committee that Eric requested him to prepare a cost estimate to rehabilitate 9th Ave. If the Village wishes to complete curb and gutter and the storm sewer improvements that were discussed with Eric on-site, the project could cost up around \$250,000. However, this will be discussed more with Eric prior to coming back to the committee.
- B. GIS Maintenance & Development – Tabled since Eric Sikkema was not present.

9. Gallery Comments – None.

10. Adjournment – 2:58

Next Meeting: TBD