

IRDC Committee Meeting
Infrastructure Rehabilitation Development Committee (IRDC)
June 19, 2017 at 4:00 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 – 4:10
2. Roll Call/Establishment of quorum – Patrick Strobel, Gerry Meade, Wayne Oney, Eric Sikkema, & Jared Fluhr (MSA)
3. Review & Approve Minutes of 06/5/17: Approved, motion by Gerry, 2nd by Wayne. All yeses.
4. Mayor’s Comments – Not present.
5. Public Works Comments (Eric & Don) – No comments.
6. Project Updates (MSA)
 - A. Hwy. 84 Sidewalk & Water Main– Project 1(TAP) & Project 2 (ITEP) – Jared explained that the Environmental Survey Request (ESR) amendment will be submitted for the combined project soon. This review will take time, and will be the leading component affecting the project schedule. The committee asked if the project will be under construction during Tug Fest in 2018. Jared explained that it will likely be under construction, but a phasing plan will be completed so construction near Cherry Street and Walnut Street can be avoided.
 - B. Street Evaluation (PASER) Report – This will be finalized simultaneously with the CIP MSA will be proposing, as requested by Bruce and IRDC.
 - C. Downtown Streetscape & Riverfront Enhancements Plan – MSA informed the committee that we met with Gerry and Bruce to kick off the plan. I informed IRDC that I will keep this committee updated, as the planning will affect IRDC planning as well. IRDC did mention that they foresee a complete reconstruction of the downtown to facilitate street scape improvements, ADA accessibility, and parking improvements.
7. Old Business:
 - A. Shew Development
 - a. MSA Proposal for James St. Sewer Extension (Design, Bidding, & Construction Admin.) – MSA presented a proposal for design, permitting, bidding, and construction administration for the sewer extension project. After review of our fees, the construction estimate (\$140k total), and Shew’s proposed contribution (\$20k-\$25k) to the sewer extension, a lengthy discussion took place as it relates to project funding/financing. Ultimately, it was determined that the Village could not afford to complete the project at this time. The project is not in the budget, and the sewer account cannot handle this investment at this time. Patrick suggested that the Village may be able to plan for this project next year if budget allows. The committee will recommend to board to reject Mr. Shew’s proposal and not move forward without a sanitary sewer extension at this time. It was

also determined that septic will not be allowed on these lots, as the Subdivision Ordinance requires the lots to be served by public sanitary sewer.

- b. Response to Shew – MSA will ask Bruce how he would like to respond to Mr. Shew.
- c. Developer Agreement Terms – Not needed to be discuss at this time.
- B. Review of Water & Sewer Rate Study – IRDC briefly reviewed the sewer rate adjustment and revenue projections that were prepared as part of this effort last year. The rate study may be looked into further to help support future sewer projects.
- C. 9th Ave. Rehabilitation
 - a. Scope/Budget – The committee reviewed the construction options (curb and gutter both sides vs. just north side vs. no curb) and took Eric’s recommendation of proceeding with Option 2. Option 2 includes curb and gutter on the north side (only) and includes a new storm inlet in the street. The total project budget, including engineering, construction, and contingency is \$160,000. Eric stated that \$60,000 would come from his street budget and the remaining \$100,000 would come from TIF. The project will likely be bid with an alternate to construct curb and gutter on both sides of the street.
 - b. MSA Proposal for Design, Bidding, & Construction Admin. – MSA’s proposal for design, bidding, and construction administration is \$25,800. The committee reviewed the scope of work and fee breakdown and did not have any questions. The committee approved and will be recommending our proposal of \$25,800 and proceeding with the project with a total budget of \$160,000 to the board.
- D. Water Hookup Letters Tabled, will be discussed at the next meeting.

8. New Business:

- A. ITEP Application & Potential Project Discussions – Tabled. The committed would like Eric to determine potential projects and bring to the committee for discussion at the next meeting.
- B. Capital Improvement Plan (CIP)/ Project Financial Planning – MSA Proposal – MSA reviewed the scope of work and the estimated fee with the committee. MSA will be preparing the contract to present to the committee and board at the next meeting.

9. Gallery Comments – Dustin Sloan did not have any comments.

10. Adjournment – 5:40

Next Meeting: TBD (July 17th at 4:30?) Will be determined at a later time.