

IRDC Committee Meeting
Infrastructure Rehabilitation Development Committee (IRDC)
August 21, 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/MINUTES

1. Call to Order – 4:35
2. Roll Call/Establishment of quorum – Wayne Oney, Gerry Meade, Patrick Strobel, Dustin Sloan, Jared Fluhr (MSA), and The Review (newspaper)
3. Review & Approve Minutes of 08/7/17 – Appoint Recorder for Meeting Minutes – Motion by Gerry, second by Wayne, all yes. Approved.
4. Mayor’s Comments – None.
5. Public Works Comments (Eric & Don) – Not present.
6. Project Updates (MSA)
 - A. 9th St. Ct. N. Rehabilitation
 - i. Review and Discuss Bids Received – Reviewed and discussed the 4 bids received. The costs varied significantly between the low bid and the high bid. Stitcher Construction’s (low bid with all 3 alternates) of \$134,980.50 was approximately what the engineer’s estimate was for the base project. The possibility to assess property owners’ part of the construction cost was also discussed and the committee members are going to explore this more.
 - ii. Determine which Alternates and Bid to Recommend Awarding Contract – It was recommended that since all the work can be completed within the budget to award the contract to Stitcher Construction in the amount of \$134,980.50 (Base bid plus alternates 1, 2, & 3.
 - iii. MSA Contract Amendment - \$1,800 – MSA informed the committee that the last minute plan changes took an effort of \$1800. Wayne and other committee members expressed their frustration that they weren’t aware that the changes would cost this much and that it wasn’t approved prior to completing the work. Jared acknowledged their concerns, apologized, and explained that the level of effort was not known at the time and due to the timing, prior approval would’ve delayed the project too long. Jared further explained that MSA went out on a limb here, as we do often for the Village, to ensure the project maintained the schedule needed for construction in 2017. Gerry made a recommendation that an amendment of \$1,500 be approved, rather than the \$1,800. This was not voted on will be brought back for discussion at the next meeting.
 - B. Hwy. 84 Sidewalk & Water Main– (TAP & ITEP Grants) – No update.

C. Downtown Streetscape & Riverfront Enhancements Plan – Will be discussed further at the next IRDC meeting on September 13th.

7. Old Business:

- A. James Street Sewer / Shew Development – Patrick was not able to get a hold of Mr. Shew, so nothing was discussed.
 - i. Budget
 - ii. Potential Developer Agreement Terms
- B. Water Hookup Letters – MSA explained that they have been in contact with the Village attorney regarding the water hookup letters for the N. Utilities extension. After reviewing the ordinance and speaking with the EPA, she recommends that the water letters be sent out and allow the residents 5 years to connect.
 - i. Determine Hookup Date – MSA to get information to Village staff to send out the letters, and the date will be 5 years and 3 days from the post mark date of the letter.
 - ii. Discuss Terms of Required Hookups – The hookup fee will be waived if they hookup within the first year.
- C. Capital Improvement Plan (CIP)/ Project Financial Planning
 - i. MSA Proposal – MSA's proposal was approved.
 - ii. Water & Sewer Rates

8. New Business:

- A. ITEP Grant Application
 - i. Potential Project Discussions – The downtown sidewalk and trail appear to be the only suitable project at this time.
 - ii. MSA Proposal for Writing Grant Application – It was a consensus from the committee to proceed with an ITEP grant application for the downtown. MSA will take the proposal to the board.

9. Gallery Comments None present.

10. Adjournment

Next Meeting: TBD (September 18th at 4:30?) TBD through emails at a later time.