

**MINUTES**  
**INFRASTRUCTURE REVIEW ADVISORY BOARD**  
**Oak View Library**  
**May 5, 2010 8:30 a.m.**

**Members and Alternates Present**

Chad Huwe, Steve VanBuskirk, Myron Adam, Preston Mettler, Matt Carlson, Tim Galbraith, Mark Vellinga, Jeff Schmitt, Scott Hofer, Mark Cotter, Mike Cooper, Steve Brockmueller

**Members and Alternates Absent**

Bill Kemmis, Pat Beckman

**Others Present**

Todd Anawski, Cynthia Monnin, Rick Laughlin, Kris Ronning, Eric Willadsen, Jeff DesLauriers, Chuck Point, Debra Owen, Clayton Jamison, Albert Schmidt, Kim Buell, Chuck Serbus, Mike Kuno, Ken Dunlap, Jeff Boldt, Chad Hanisch

**Approval of Minutes of Last Meeting**

A motion was made by Steve VanBuskirk to approve the April 21, 2010 meeting minutes; the motion was seconded by Mark Cotter. Roll call: Yeses- Cotter, Cooper, VanBuskirk, Carlson, Brockmueller, Galbraith, Vellinga - 7. Noes, none.

**Business**

Chad Huwe, City Engineer, announced that Matt Carlson is now the member representing the Contractors Association and Scott Hofer, Hanson Pipe and Precast, has accepted the alternate position. Their appointments will be approved at the City Council meeting on May 10.

**a. Platting Fee Update**

The following handout was distributed:

- DRAFT policy for determining when replats shall have platting fees deferred

Chad Huwe, City Engineer, updated the group on the platting fees that have been collected through May 4, 2010:

Arterial Street (ASPF): \$85,281.54  
Water Distribution System (WDSPF): \$51,987.08  
Drainage System Cost Recovery (DSCR): \$65,183.38  
Regional Detention Charge (RDC): \$22,070.41  
Acreage Totals: RS-25.5, RD-18.0, RA-3.2, O-5.1

Next, Chad discussed the draft policy handout and how it applies to a parcel that was platted prior to 2009. The property was platted prior to 2009 and the DSCR and RDC were applied. After the ASPF and the WDSPF were in effect, the parcel was replatted from eight single-family residential lots to ten. The draft policy states that when this situation arises, the ASPF and the

WDSPPF will be applied on the two additional lots created. Cindy Monnin asked if platting fees would be applied if a parcel was platted in 2009 and then subdivided to create two additional lots. The answer was no; the fees would not be charged twice. Eric Willadsen asked if platting would be applied if a parcel was replatted from eight lots to two lots. The answer was no. Kim Buell asked if platting fees would be applied to a parcel that was platted in 1950, and now was replatted to add the utility easement that is now required. The answer was no.

Chad suggested adding all questions and answers asked at this meeting to this draft policy as a working document. Steve Brockmueller also brought up the issue of re-zoning. Steve VanBuskirk asked how twin homes would be platted. Chuck replied that twin home lots will be minor plats. Chad said that this document will be brought back to IRAB at a later date with revised language.

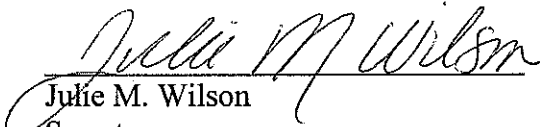
In closing, Chad reported that a public hearing for the arterial street expansion program is being planned for later this month. Chad asked the group for additional topics to discuss at IRAB. Cindy Monnin requested an update of the subdivision improvements that are being done. Steve VanBuskirk and Cindy mentioned a few items that were discussed at the Development Committee meeting. It was the concurrence of that group that a mandatory top lift be installed on residential streets. It was also suggested that the City require a top and bottom lift be installed at the same time and work on getting the assurance agreement updated. Warranty periods would also have to be adjusted. These issues will continue to be reviewed and brought back to IRAB.


**Board Action:**

**Action Items**

**Adjournment**

The next IRAB meeting is set for May 19, 2010, at 8:30 a.m., at the Oak View Library. A motion was made by Matt Carlson for adjournment at 9:30 a.m.; the motion was seconded by Steve Brockmueller. Roll call: Yeses- Cotter, Cooper, VanBuskirk, Carlson, Brockmueller, Galbraith, Vellinga - 7. Noes, none.

  
Julie M. Wilson  
Secretary

  
Chad J. Huwe  
City Engineer