

MINUTES
INFRASTRUCTURE REVIEW ADVISORY BOARD
Water Purification Plant
April 4, 2012 8:30 a.m.

Members and Alternates Present

Chad Huwe, Mike Cooper, Jeff Schmitt, Scott Hofer, Myron Adam, Tim Galbraith

Members and Alternates Absent

Mark Cotter, Steve VanBuskirk, Preston Mettler, Matt Carlson, Steve Brockmueller, Bill Kemmis and Mark Vellinga

Others Present

Jeff Des Lauriers, Cynthia Monnin, Kurt Peppel, Albert Schmidt, Clayton Jamison, Chuck Point, Todd Anawski, Michelle Carter, Scott Vander Meulen, Paul Korn, Kris Ronning, Trent Bruce, Steve Zimmer

Approval of Minutes of Last Meeting

A motion was made by Chad Huwe to approve the March 7, 2012 meeting minutes; the motion was seconded by Tim Galbraith. Roll call: Yeses- Huwe, Cooper, Hofer, Adam, Galbraith-5. Noes, none.

Business

a. Online Plan Review

Betsy Odden, City Of Sioux Falls, discussed the City's new online plan review process. The goal is to have the system in operation by May 1, 2012.

- Purpose: The primary goal is to provide engineering firms and City staff an online plan review system. The system will be available 24/7 with a web browser. The system will also allow firms to submit online payments for any application/review related fees and assessments. It will automate the City's plan review business processes and maintain electronic storage of all plan review files and plan review records.
- Critical Success Categories: Paperless/electronic processing, 24/7 access, reduced memory requirements, improve workflow/business process, maintain history of projects/applications.
- Old vs. New: Disadvantages of the old method - file size when emailing, files can get lost or changed when sent in a word document, and plans that have already been reviewed cannot have a payment made until the hard copies are brought in. Advantages of new method - web based will not cause a problem with file size, tasks and notes are stored so they are able to be tracked or audited, payments will be requested upon receiving plans, and payments can be made with credit card online.
- Types of Plans to be Reviewed: Concept-Sketch Plan, Preliminary Subdivision Plans, Development Engineering Plans, Construction Plans, and Plats.

Discussion Chad Huwe, City Of Sioux Falls, mentioned there will be a subdivision meeting on Tuesday April 10th at 10:00 a.m. at the Homebuilders Association office.

Chad discussed the term limits and expiration of terms for the current IRAB members. An email was sent out to the members whose terms will be expiring. The email stated if they were eligible to serve another term. If so and they were interested in serving another term, they are to fill out a new application and submit it to Julie Wilson.

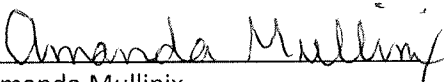
Chad stated that inspections were completed on recently installed sidewalk curb ramps. Fourteen ramps were not installed in accordance with City specifications. The building permit holders have been notified by letter that they have until May 1, 2012 to make the necessary corrections.

Board Action

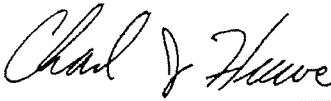
Action Items

Adjournment

The next IRAB meeting is set for May 2, at 8:30 a.m., at the Water Purification Plant. A motion was made by Chad Huwe for adjournment at 9:45 a.m.; the motion was seconded by Mike Cooper. Roll call: Yeses- Huwe, Cooper, Hofer, Adam, Galbraith-5. Noes, none.



Amanda Mullinix
Secretary



Chad Huwe
City Engineer