

**MINUTES**  
**INFRASTRUCTURE REVIEW ADVISORY BOARD**  
**OAK VIEW LIBRARY**  
**March 4, 2014 8:30 a.m.**

**Members and Alternates Present**

Chad Huwe, Jason Snyders, Myron Adam, Tim Galbraith, Mark Vellinga, Phil Gundvaldson, Bill Kemmis

**Members and Alternates Absent**

Mark Cotter, Mike Cooper, Jeff Schmitt, Preston Mettler, Steve VanBuskirk, Scott Hofer, Mark Anderson

**Others Present**

Andy Berg, Jeff Dunn, Jeff DesLauriers, Ryan Johnson, Kerry Ellis, Kurt Peppel, Todd Anawski, Chad Stensland, Eric Willadsen, Chuck Point, Aaron Fagerness, Cynthia Monnin, Kim Buell, Jeff Boldt, Mike Kuno, Michael McMahan

**Approval of Minutes of Last Meeting**

Chad Huwe called to approve the January 8, 2014 meeting minutes. Motion was called by Myron Adam, seconded by Jason Snyders. Roll Call yeses – Huwe, Snyders, Adam, Galbraith, Vellinga; Noes, none; Motion passed 5-0.

**Announcements**

Chad Huwe, City Engineer, gave an update on the City Hall remodeling project. Engineering's sanitary sewer and storm drainage teams have relocated from the ground floor of City Hall to 114 Main Avenue.

**Business**

**a. Publically Maintained Utility Systems Outside the Public Right of Way (ROW)**

Jeff Dunn, Principal Engineer - Water, distributed and presented a memorandum regarding water distribution systems outside of the public ROW. He discussed what conditions must be met for the water distribution system to be considered public and maintained by the City. He also discussed requirements for water distribution systems to be extended on an interim basis.

Ryan Johnson, Principal Engineer – Sanitary Sewer, distributed and presented a memorandum outlining what conditions must be met for a sanitary sewer collection system to be considered public and maintained by the City and when a sanitary sewer collection system is considered private and maintained privately.

A motion to approve the proposed policies for the period of one year was made by Mark Vellinga. Seconded by Myron Adam. Roll Call yeses – Huwe, Snyders, Adam, Galbraith, Vellinga; Noes, none; Motion passed 5-0.

**b. Proposed Ordinance Modification Regarding the Capping of Utility Services Prior to Razing.**

Ryan Johnson, Principal Engineer – Sanitary Sewer, distributed and presented proposed revisions to City Ordinance 50.020 as follows:

**§ 50.020 PERMIT TO RAZE OR REMOVE BUILDING REQUIRED.**

No person shall raze or remove any building or structure, which is connected to the sanitary sewer or water main, without first having capped the sewer service and water service. ~~obtained a~~ A sewer service ~~or~~and water service capping permit must be obtained therefor from the city engineer prior to capping the sewer service and water service.

(1992 Code, § 41-20) (Ord. 56-87, passed 7-20-1987) Penalty, see § [10.999](#)

A motion to approve the proposed revisions was made by Chad Huwe. Seconded by Myron Adam. Roll Call yeses – Huwe, Snyders, Adam, Galbraith, Vellinga; Noes, none; Motion passed 5-0.

**c. Front Yard Installations of Sump Pump Collection Systems (SPCS)**

Andy Berg, Principal Engineer – Storm Drainage, discussed situations when a SPCS needs to be installed in the front yard instead of the back yard. When this case arises, the home builder has to be aware the system is in the front yard, so the internal system is plumbed to discharge to the front of the house. A communication strategy has to be developed to accomplish this.

Andy also discussed a recurring problem, which is that some SPCS manholes are buried and not accessible by City staff for maintenance. It was recommended to include a minimum height above grade for manholes at the time of installation.

**Adjournment**

The next IRAB meeting is scheduled for April 2, 2014 at 8:30 a.m., at the Oak View Library. A motion was made by Chad Huwe for adjournment at 9:50 a.m. Seconded by Jason Snyders. Roll Call yeses – Huwe, Snyders, Adam, Galbraith, Vellinga; Noes, none; Motion passed 5-0.



Secretary



Chad Huwe  
City Engineer