

MINUTES
INFRASTRUCTURE REVIEW ADVISORY BOARD
OAK VIEW LIBRARY
September 7, 2016 8:30 a.m.

Members and Alternates Present (Bold text includes voting member)

Chad Huwe, Mike Cooper, Joel McDowell, Scott Hofer, Phil Gundvaldson, Tim Galbraith

Members and Alternates Absent

Mark Cotter, Jeff Schmitt, Ryan Jansa, Jason Snyders, Craig Lauritzen, Mark Anderson, Chris Fischer

Others Present

Lance Weatherly, Joe Stonesifer, Kevin Smith, Jeff Hruby, Jeff DesLauriers, Denise Hanzlik, Todd Anawski, Michael McMahan, Paul Korn, Carl Carlson, Eric Willadsen, Kim Buell, Cynthia Monnin

Announcements

Huwe mentioned the following regarding memberships:

- Contractors Association
 - Scott Hofer's second term expired in August of 2016 (term limited)
 - Jason Snyder's first term expires in December of 2016
- Local Utility Company
 - Tim Galbraith's second term expires in December of 2016 (term limited)
 - The alternate board member is vacant

Huwe encouraged these groups to have potential members apply.

Business

- a) **Approval of August 2016 meeting minutes** – A request for name correction of attendee Mark Hardy to Mike Pardy. Correction will be made. A motion to approve August 2016 meeting minutes by Scott Hofer. Second by Phil Gundvaldson. Roll Call: Yeses - Huwe, Cooper, McDowell, Hofer, Gundvaldson, Galbraith. Noes – None. Motion passed 6-0.
- b) **Privately Owned Best Management Practices (BMPs) – Proposed Ordinance for Regulation, Inspection, and Enforcement**

Lance Weatherly, Principal Drainage Engineer, distributed a handout (attached) of the proposed ordinance to grant the City authority to regulate private (interim and permanent) BMPs. There are approximately 334 private BMPs in the City. Since the July 2016, approximately 42 private BMPs had been inspected and a small percentage found requiring corrective actions beyond typical maintenance activities such as removing debris, noxious weeds, and vegetation. Letters have been sent to the private BMP property owners of the required correction actions.

Weatherly proposed the following revision to the second sentence of the paragraph under the *Alterations of Privately Owned BMPs* paragraph on page 2.

Therefore, the Owner shall notify the Department of Public Works at least 30 days in advance of any significant alterations to or breach of privately owned BMPs, including any removal, replacement, reconstruction or increase or decrease in surface area or acre-feet of storage of more than 5 percent.

MINUTES
INFRASTRUCTURE REVIEW ADVISORY BOARD
OAK VIEW LIBRARY
September 7, 2016 8:30 a.m.

In addition, the following correction was made to the second sentence of the first paragraph under the *Publication of Users in Significant Noncompliance* on page 3.

In addition, the City may prepare a list of Owners who, during the prior 12 months, were in significant noncompliance with applicable requirements for City privately-owned BMPs.

Huwe asked if the BMP owners can be notified of the inspection as a courtesy so the owner or their representative can be present for the inspection. Weatherly stated a letter can be sent notifying the owner of the date of inspection.

Mike Cooper asked if the BMP should be inspected during construction. This would set the baseline for future inspections. Engineering requires BMPs with sub-drains and filter media that would be covered up to be checked by Engineering. Weatherly stated Engineering does not have the resources to inspect all BMPs during construction. One possibility is the Engineer of Record could submit a document to City Engineering stating the BMP was constructed in accordance with the approved plans.

Weatherly stated the Storm Drainage team is compiling a BMP Frequently Asked Questionnaire for owners.

Weatherly requested support to take the proposed ordinance to the Land Use Committee. A motion to support was made by Mike Cooper, seconded by Tim Galbraith. Roll call: Yeses - Huwe, Cooper, McDowell, Hofer, Gundvaldson, Galbraith. Noes – None. Motion passed 6-0.

Huwe mentioned a topic for the October meeting is the Americans with Disabilities Act and sidewalk installation.

Adjournment

The next IRAB meeting is scheduled for October 5, 2016, at 8:30 a.m., at the Oak View Library. A motion was made by Huwe and seconded by Cooper to adjourn. Roll Call: Yeses - Huwe, Cooper, McDowell, Hofer, Gundvaldson, Galbraith. Noes – None. Motion passed 6-0.



Kathy King
Secretary



Chad Huwe, P.E.
City Engineer