

**MINUTES**  
**INFRASTRUCTURE REVIEW ADVISORY BOARD**  
**WATER PURIFICATION PLANT**  
**December 6, 2017 8:30 a.m.**

**Members and Alternates Present** (Bold text includes voting member)

**Jeff Schmitt, Jason Snyders, Mark Anderson, Chad Huwe, Chris Fischer, Joel McDowell, Chris Lidel**

**Members and Alternates Absent**

Mark Cotter, Mike Cooper, Craig Lauritzen, Phil Gundvaldson, Ryan Jansa

**Others Present**

Jeff Des Lauriers, Myron Adam, Todd Anawski, Chad Stensland, Lance Mayer, Michael McMahon, Eric Willadsen, Kurt Peppel, Lance Weatherly, Denise Hanzlik, Joel Ingle, Jeff Boldt, Chris Jibben

**Agenda**

**1) Approval of Agenda**

A motion to approve by Schmitt. Second by Anderson. Roll Call: Yeses - Jeff Schmitt, Joel McDowell, Jason Snyders, Mark Anderson, Chad Huwe. Noes – None. Motion passed 5-0.

**2) Approval of November 1, 2017 meeting minutes**

A motion to approve with the amendment to correct the spelling of Jason’s name from Snyders to Snyders by Huwe. Second by Schmitt. Roll Call: Yeses - Jeff Schmitt, Joel McDowell, Jason Snyders, Mark Anderson, Chad Huwe. Noes – None. Motion passed 5-0.

**3) Business**

**a) Subdivision Ordinance Update**

Jeff Schmitt, the City’s Chief Planning and Zoning Official, presented the update. Sam Trebilcock, the City’s Transportation/Transit Planner, met with the Home Builders Association in November and presented the initial draft. In general, this update addresses the following:

- Preliminary Plan Criteria and Approval Process
- Development Engineering Plan Criteria
- Flag Lots
- Private Roads
- Walkway/Bicycle Trails
- Plat Approval Process

When the subcommittee is finished with the draft update, it will be presented to the IRAB. Following a vote of support from the IRAB, the update will be presented to the Planning Commission and then the City Council. Please contact Sam or Jeff with any comments or questions.

**b) Proposed 2018 IRAB Meeting Dates**

A motion to approve by Huwe. Second by McDowell. Roll Call: Yeses - Jeff Schmitt, Joel McDowell, Jason Snyders, Mark Anderson, Chad Huwe. Noes – None. Motion passed 5-0.

**c) Proposed Revisions to Supplemental Standard Specification: Section 200 Storm Drainage Construction**

Lance Weatherly, the City’s Principal Storm Drainage Engineer, presented the proposed changes:

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- Not allow lift holes in reinforced concrete pipe (RCP)
- Update storm “sewer” terminology to storm “drainage”
- Update storm drainage pipe television inspection cost responsibility to coincide with sanitary sewer requirements; initial inspection is the responsibility of the City
- Update RCP bedding measurement and payment to coincide with standard plan notes

Motion to approve by Huwe. Second by McDowell. Roll Call: Yeses - Jeff Schmitt, Joel McDowell, Jason Snyders, Mark Anderson, Chad Huwe. Noes – None. Motion passed 5-0.

**d) Proposed Revisions to Supplemental Standard Specifications for Warranty for Construction Activity: Section 500**

- Update storm “sewer” terminology to storm “drainage”

Motion to approve by Lidel. Second by McDowell. Motion to approve by Huwe. Second by McDowell. Roll Call: Yeses - Jeff Schmitt, Joel McDowell, Jason Snyders, Mark Anderson, Chad Huwe. Noes – None. Motion passed 5-0.

**e) Other Business**

Chad Huwe received an application for the Local Utility Company member and will begin the evaluation process.

**Adjournment**

The next IRAB meeting is scheduled for January 3, 2018, at 8:30 a.m., at the Water Purification Plant, located at 2100 N Minnesota Avenue.

Meeting was adjourned at 9:04 a.m.



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Maureen Buller  
Secretary



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Chad Huwe  
City Engineer