

Inspections Small Group Meeting NOTES | 2016

March 2, 2016 2 – 3:30 p.m. BC City Hall

Attendees: Hans Stark, Amanda Lanker, Tom Beuchler, Steve Buller, Archie Crooks, Ted Hanson, Joe Newman, Annie Stetler, Commissioner Owens, Marcie Gillette

Welcome – 5 minutes

Group members introduced themselves and welcomed Ted Hanson, the City's new Chief Building Official.

Ted gave a brief update on his work within the department. He's currently assessing what's already in place, creating cover sheets with detailed instructions to help applicants better understand permit processes, and reviewing inspector contracts for substitutes. He hopes that through his position he can be a facilitator to help developers/contractors/homeowners accomplish their goals by getting them through the necessary permitting requirements.

Wins – 10 minutes

The group thought it was a win that Ted is here! A few members shared that when they called the inspections department, city staff gave their names when answering the phones. This was requested by group members at the last meeting.

Discussion – the group discussed whether or not it should be required to have a flood test for a walk-in shower. Ted will look into the issue and report back to the group regarding his findings.

Updates on Action Items

The group reviewed a draft of the letter to Commissioners regarding a situation that happened with a small group member. A few tweaks were made to the letter (changing wording, adding group member names, adding a contact person, etc.). The group decided that the letter should be placed under the Communications section of the Commission agenda where the City Clerk would read it out loud.

Update: The letter to Commission was edited to reflect all proposed changes with the exception of including the name of a specific Commissioner. The City Manager provided a copy to each Commissioner the evening of the City Commission meeting on 3/15 and small group members were invited to attend and either speak at public comment or be present if any questions arose.

Marcie updated the group on the proposed changes to the vacant and abandoned ordinance. She distributed a draft document that contains a summary of the current language, proposed revisions and the impact of the changes. This will be posted on the city website for the public to review prior to the community conversation which will take place on Wednesday, March 9 from 5:30-7 p.m. at the Department of Public Works

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building. Input from the conversation will be used to further revise the ordinance prior to the Commission workshop which is tentatively scheduled to take place on April 12th. Then the ordinance would likely be placed on the Commission agenda in May (subject to confirmation of workshop).

The City is also hosting an energy code training on March 10th from 5:30-7 p.m. at the Department of Public Works building. A representative from MSU will conduct the training. A notice was sent to the 600 contractors on file with the City.

The meet and greet for Ted will take place in a few hours today (3/2) from 5:30-6:30 p.m. in Commission Chambers. The event is open to the public.

Identify/Review Next Steps, Action Items, Leads and Commitments – 10 minutes

- Members were encouraged to attend the upcoming events – Meet and greet for Ted, vacant and abandoned community conversation and energy code training.
- Ted will check into the issue regarding flood test (walk-in showers) and report back to the group regarding his findings.
- The letter to Commissioners will be finalized and emailed out to the group members not in attendance to get their approval prior to sending it to Commission.

Next Meeting: *Meetings are regularly scheduled on the first Wednesday of every month from 2:00-3:30pm at City Hall in Conference Room 302A.*

PLEASE NOTE DATE CHANGE DUE TO SPRING BREAK/VACATIONS!!!

Wednesday, April 13th, 2016, 2:00-3:30pm City Hall Conference Rm 302 A