

COMMERCIAL BUILDING CODE WORKSHOP
Commissioners' Office; 2nd Floor Conference Room
11/19/19 – 12:30pm
Meeting Minutes

In Attendance: Commissioner Reiter; Commissioner Miller; Commissioner Zimmerman; Dean Schneider – Assistant Fire Chief - Fremont; Dave Foos – Fire Chief-Fremont; Beth Hannam – SCEDC Director; Theresa Garcia – County Administrator

Advisory Board Members (Voting & Non-voting) Potential Advisory board members list was presented to the group. The letter asking the individuals if they would be interested in sitting on the board needs to go out soon. Once this board is established they will take over for the current committee. Two suggested members are non-voting members so there needs to be two other suggested members. The discussion was to make sure there was someone from the East and West ends of the County. There were two suggestions made. Letters will go out to those suggested members this week.

Review of a Start Up Budget: We have already received funding from one of the contractor associations and a request to the electrical contractors association was sent. The suggestion was for a board member go to one of the larger contractors in the area and ask if they would assist in the start-up funding. The draft budget was reviewed. There are several unknowns that need to be put in the budget. There was talk about contracting with Ottawa County to send an inspector to Sandusky County to get the office started. The contract could be, for example, 100 hours a month at a certain hourly rate for three to four months. They may start prior to the department opening to help get things going.

Public Hearing: Would it be a good idea to send an outreach to the local contractors to let them know the office is going to be established? The suggestion was made to make sure the advisory board is in place and let the chair of the board make the announcement. Kay E Reiter asked if we should do a public hearing to get input from contractors and the public. This is also something that should happen with the advisory board.

Timeline:

- Letters sent out to potential board members with deadline for response by December 6th
- December 12th 11:30am committee meets to go over responses.
- January 7, 2020 first advisory board meeting.
- February 1, 2020 office area completed
- February 7, 2020 Chief Inspector hired
- March 7, 2020 Public information/kick off meeting
- April 1, 2020 official first day of business.

Chief Foos made a recommendation the code adopted should read “the most current code” and not a specific date. The building location was also discussed and making sure it is clearly marked so it is easily found.