

COMMERCIAL BUILDING CODE WORKSHOP
Commissioners' Office; 2nd Floor Conference Room
12/17/19 – 12:00pm
Meeting Minutes

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

- **Advisory Committee Members**

1. Responses from advisory committee. The last individual to respond was Connie Moore. She suggested Andy Boedeker from Mosser Construction take her spot. Tom Busdecker also suggested Dave Wellington sit on the committee in his spot.
2. First Meeting and appointment of board. The suggestion was to schedule the first meeting to be set for January 7th at 4:00pm. Notices will be sent to the Committee members. The meeting will be in the Commissioners Board room. This meeting will be to discuss the mission of the department and final agreement of those for the board. The agenda and a notice to the members regarding choosing the chair and vice-chair by the end of this meeting needs to be sent. Notice could include member's names, where they're from and contact information. Agenda items will be;

Agenda – 1/7/20

Introductions

History on forming the Building Code Department

What needs to happen (Industrial and Commercial inspections first and move to residential)

Purpose of the Advisory Committee

Hiring staff (review position description)

Office space

Choose a chair and vice- chair for the Committee

- **Review of a Start Up Budget:** Russ Zimmerman did talk to Connie Moore about the committee and thoughts about assistance in funding. AGC may be of assistance too. Theresa Garcia will work with the Auditor to make sure the fund is set up, start-up money and estimated revenue for 2020 is updated for budget purposes. Expenses will be an average from the Ottawa County budget. The original revenue and budget forecast will be used for 2020.

- **Personnel Details:**

1. **Job Descriptions and Wages:** Job descriptions for the Chief Inspector and the Administrative Assistant were reviewed by Tracy Buhrow from Ottawa County Building Department and he thought they looked good.
2. **Posting positions** – When should the Chief Inspector be posted. This will be posted after the first meeting.

- **Timeline:**

1. First day for Chief Inspector – Committee will review applications and assist in hire
2. First advisory committee meeting – January 7th
3. Media outreach. The thought was to come up with a press release once the Board is set. Russ recommended a short notice on the first meeting in January and another release from the Advisory Committee. They need to notify of the open date and the department at first
4. Office renovation and occupancy will not be ready until possibly June or July 2020. Until that time they will be temporarily located at the EDC office space.
5. Go live date to open the office will be pushed out to the June or July date.

Kay will put together a timeline for the first meeting.