

COMMERCIAL BUILDING CODE WORKSHOP

Commissioners' Office; 2nd Floor Conference Room

9/12/19 – 12:00pm

Meeting Minutes

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

- **Advisory Board Members (Voting & Non-voting)** - Kay E Reiter reviewed details connected to the Advisory Board. She passed out suggestions she had identified to be considered by the group. She looked at a diversified background in local contractors. She reviewed the individual's names from different areas of the County to be considered. The group discussed the ideas presented. All felt it was important to include a seat for Whirlpool - Clyde and an individual from the City of Clyde. Dean Schneider wanted to make sure the trades were all represented - It was agreed the list had most everyone covered.
 1. **How many voting members should be on the Board?** All agreed eleven (11) board members would accomplish what the Board is looking to do.
 2. **Advisory Only Members (non-voting):** Mark Mulligan would be legal advisor for the Board and not a voting member. Theresa Garcia would be the Administrator and not a voting member. Beth Hannam asked to be an advisory member and not a voting member to allow for an individual with more code knowledge and her concern about having a potential conflict due to her working on future projects.
 3. **Advisory Board terms/limits:** They felt the terms should be limited and staggered. The discussion would be to start off with three (3) year terms and at the end of the term extend appointments and change the term limits at that time.
 4. **Who should invitation letters be sent to:** The letters will be sent to individuals on the list reviewed at the meeting. The draft invitation letter was reviewed and minor changes were made prior to sending them to the individuals suggested for the Board.

- **Review of a Start Up Budget:**
 1. **Lease and equipment cost:** Ottawa County will be a good source for suggestions on start-up equipment needs. This will be set up as a new county department falling under the Commissioners. How would the office lease rate be determined? It may be possible to waive a lease until start-up money is repaid to the General Fund of the County and a contract is approved. It was suggested that startup funding would be set up the same as start-up funds were provided to the Land Bank and the Drug Taskforce and they both required a payback.

2. **Wages and benefits:** Mark Mulligan stated some of the start-up costs could be reduced by sharing equipment with other offices. Mark also suggested contracting Ottawa County to help put the department together. It would also be helpful to have someone that understands how to go to the State to start our own office. The thought was to ask for a three month contract with Ottawa County to help get the department established.
- **Personnel Details:**
 1. **Job Descriptions and Wages:** The starting rates will be determined and a budget will be put together. Position Descriptions are still being worked on.
 2. **Start-up Staffing:** The Chief Inspector, Administrative Assistant, two part-time inspectors, one in electrical field and one in the plumbing field. The inspectors will not be performing work, so wages will not need to match union wage. Dave Foos asked if it would be a good idea to ask Ottawa County to sit in on a future workshop and give ideas. The group suggested that they meet soon with Ottawa County officials.
 - **Public Hearing:** Would we want to do a public outreach or hearings? Beth asked if we should put a list together on who are some of the key individuals that need to know first-hand. Mark suggested attending council meetings to inform council and attend the Township Association meeting and the County Firefighters Association meeting to share the information with them. Mark would also like to reach out to the City Prosecutor. Kay felt prior to meeting with Council, they should reach out to the local Mayors not just show up.
 - **Media outreach** would be addressed in the future.

The next meeting is tentatively set for ***Tuesday October 1st at 1:00pm***. The thought would be to travel to Ottawa County and talk to them and look at their office. Theresa will contact Ottawa County and confirm if they are available.