

Town of Medary – Special Board Meeting
Saturday, April 10, 2010

Meeting of the Town Board was called to order at 2:55 pm

Members present, Linda Seidel, Chairperson, Bob Keil, Supervisor I and Mike Weibel, Supervisor II

Bob Keil moved to begin "closed" session board meeting, Mike Weibel 2nd
All in favor, unanimous Ayes

Closed Session began at 2:56 pm

Mike Weibel made a motion to adopt and accept the Town of Medary Quarterly Building Inspector salary of \$215.00/quarter, not to exceed \$860.00/year; retroactive commencing January 1, 2010 and to adopt and accept the Building Inspector Fee Schedule as submitted by Marv Horman with the following changes:

- No "Roofing Fee" for the Town of Medary
- No "Demo Fee" for the Town of Medary (Residential)
- No "Demo Fee" for the Town of Medary (Commercial)
- No "Driveway Permit" Fee
- Increase Excavation Permit Fee to \$50.00

Additionally, Marv Horman will be hired as the Building Inspector for the Town of Medary for a 2-year term from January 1, 2010 through December 31, 2011. Fee Schedule and Job Description as attached.

Bob Keil made a 2nd to this motion.
All in favor, unanimous Ayes.

Bob Keil moved to adjourn the closed session at 3:20 pm, Mike Weibel 2nd
All in favor, unanimous Ayes

Mike Weibel motioned to adjourn the Special Town Board Meeting at 3:21 pm, Bob Keil 2nd
All in favor, unanimous Ayes

Town of Medary
Building Inspector – Job Description

**Job Description
Details/Purpose:**

To provide the residents of the Town of Medary a skilled and certified inspector who will be responsive to the building code requirements for any building and/or structure changes, additions, modifications and new construction permits required prior to, during, and through completion of the construction process.

**Essential Duties and
Responsibilities:**

Before issuing any and all permits, make sure Applicant has all the necessary County Permits. (Sanitary, well, soil erosion and zoning permits)

Issue Town Excavation Permit (if necessary) and house numbers sign. Collect fee and return to Town Hall.

Issue Town or State UDC Building Permit with Seal and return copy to State.

Issue Certificate of Compliance and give to Power Company when project is ready to be energized by Power Company. (Xcel or Vernon)

Issue Occupancy Permit when project is completed.

Submit an annual Building Inspector's written report to the Town Board on or before March 31st identifying statistics from the previous fiscal year.

Maintain all Building Inspection Records (past and present) as required by law.

**Required
Inspections:**

Footings – 1 or 2 inspections
Framing – 1 to 4 inspections
Insulation – 1 or 2 inspections
HVAC – 1 or 2 inspections

(additional time checking heat loss calculations which can take up to 1 hour for reviewing this heat loss inspections)

Plumbing – 1 to 3 inspections
Electric – 1 to 3 inspections

Note: number of inspections depend on size of building/structure.

**Building Inspector
"Out of Pocket"
Expenses:**

1. Annual License Fee for State Certification in Construction, HVAC, Plumbing and Electrical.
2. Annual Fees for Continuing Education Expenses.
3. Cost for printing Town Excavation Permits
4. Cost for printing Town Building Permits
5. Cost for printing of Certificate of Compliance (for Power Company)
6. Cost for printing Occupancy Certificate
7. Cost of State Building Permits and State Seal
8. Mileage for completing all Inspections.

**Agreement and
Signature:**

I have reviewed and received a copy of the Town of Medary Building Inspector Job Description. My signature on this document indicates that I agree to follow the contents and intentions as outlined within this Job Description document.

Building Inspector Signature

Date

Town of Medary Board Member

Date

Town of Medary
Permit Fee Schedule

<u>Permit Type</u>	<u>Fee</u>
Residential Construction Residential Buildings, Additions, Alterations and Accessory	\$.25 per square foot, \$0.15 per square foot of finished and unfinished areas. (\$50.00 min. fee)
Residential Swimming Pool	\$50.00 flat fee
Residential Moving	\$60.00 flat fee plus \$0.25 per square foot for the new foundation (includes mobile homes where no new foundation is constructed)
Residential Certificate of Completion	\$25.00 flat fee
Residential Alterations – Less than 200 square feet of area (wall modifications, egress window installations, etc.)	\$50.00 flat fee
Commercial Commercial Warehousing	\$0.15 per square foot
Commercial Multi-Family Structures 15,000 Remodeling and Build-outs	\$0.40 per square foot for the first square feet plus \$0.20 for the remaining square feet up to a \$40,000 cap with a \$50.00 minimum fee.
Commercial Cert. of Completion	\$50.00 flat fee
Multi-Family Cert. of Completion	\$20.00 plus \$5.00 per unit
Commercial Miscellaneous (cell towers, wall modifications, etc.)	\$100.00 flat fee
Other Permits Excavation Permit	\$50.00 flat fee
Re-inspection Fee	\$50.00 for re-inspection due to incomplete conditions at the time of initial inspection request.

***Permit Fees double if work is commenced before permit is issued.**