

Town of Medary – Special Board Meeting  
Tuesday, May 4, 2010

Meeting of the Town Board was called to order at 4:50 pm

Members present; Linda Seidel, Chairperson, Bob Keil, Supervisor I and Mike Weibel, Supervisor II and Marv Horman, Town of Medary Building Inspector.

Bob Keil moved to begin “closed” board meeting session, pursuant State Statues Sec. 19.84, Mike Weibel 2<sup>nd</sup>,  
All in favor, unanimous Ayes

Closed Session began at 4:51 pm

The board reviewed the Building Inspector Job Description with Marv Horman; several changes were made to this job description to better reflect the building codes and fee structure. Revised copy of Job Description as attached to these minutes.

Marv discussed that he had not been paid for any inspections done beginning January 1, 2010, as the former Inspector had started all projects in 2009 and collected all the fees.

Mike Weibel made a motion to accept invoices from Marv Horman for all Inspections completed to date, January 1, 2010 – May 4, 2010 for payment from the Town of Medary.  
Bob Keil 2<sup>nd</sup>

All in favor, unanimous Ayes.

Marv Horman was excused from the balance of the meeting.

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Linda Seidel, Bob Keil and Mike Weibel reviewed the Custodian/Lawnkeeper Job Description.

Adjustments were made to this job description. Revised copy as attached to these minutes.

The board discussed making this current position two separate job descriptions; after discussion, it was decided to maintain this position as a combined Custodian/Lawnkeeper Town of Medary job position.

Mike Weibel moved to adjourn the closed session at 5:50 pm, Bob Keil 2nd  
All in favor, unanimous Ayes

Bob Keil motioned to adjourn the Special Town Board Meeting at 5:51 pm, Mike Weibel 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.

Inspect, Approve and Sign-off on the Energy Electrical Inspection Certificate when project is ready to be energized by Power Company. (Xcel or Vernon)

Issue a Certificate of Completion when project is completed.

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

Maintain all Building Inspection Records (past and present) as required by law. All records will be available to the residents and Members of the Town of Medary as organized in the Building Inspector file cabinet.

#### **Required Inspections:**

**Footings** – 1 or 2 inspections

**Framing** – 1 to 4 inspections  
**Insulation** – 1 or 2 inspections  
**HVAC** – 2 or 3 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 Certificate of Completion
7. 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>
<b>Residential Construction</b> Residential Buildings, Additions, Alterations and Accessory	\$0.15 per square foot of finished and unfinished areas. Porches, decks, egress windows or any minor work including roofs (\$50.00 min fee)
<b>Residential Swimming Pool</b> (over 15 ft. in diameter)	\$50.00 flat fee
<b>Residential Moving</b>	\$60.00 flat fee plus \$0.15 per square foot for the new foundation (includes mobile homes where no new foundation is constructed)
<b>Residential Certificate of Completion</b>	\$25.00 flat fee
<b>Commercial</b> Commercial Warehousing	\$0.15 per square foot
Commercial Multi-Family Structures Remodeling and Build-outs	\$0.40 per square foot for the first 15,000 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
<b>Other Permits</b>	
Excavation Permit	\$10.00 or \$25.00 flat fee per Medary Ordinance
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.**

## Town of Medary Custodian/Lawn Maintenance – Job Description

**Job Description:** This is a part-time position that includes cleaning of the Town Hall and providing lawn maintenance to the park and area around the Town Hall.

**Details/Purpose:** To maintain a “park-like” setting for the Town of Medary residents and maintain a clean building environment for all residents to enjoy. This staff position will report any problems or concerns to the Town Clerk. In the absence of the Clerk, all questions, problems and/or concerns should be discussed with the Chairperson or any other Town of Medary Board member in the absence of the Chairperson.

### **Essential Duties and Responsibilities:**

#### **1. Cleaning Town Hall:**

- a. Clean all hard surface floors on main level weekly.
- b. Clean hard surface floors on lower level twice annually and/or before any special event rentals.
- c. Mop all hard surface floors as needed.
- d. Wax all hard surface floors twice annually.
- e. Vacuum carpeted floor traffic areas weekly and entire carpet monthly.
- f. Clean restrooms weekly and/or as needed or delegated.
- g. Clean sink in office area weekly.
- h. Empty trash containers weekly.
- i. Set trash out weekly and recycle container as needed for curbside pick-up.
- j. Clean furniture annually.
- k. Clean door and window glass twice annually or as needed.
- l. Replace bulbs or tubes as needed in the ceiling lights and exit lights.

- m. Monitor temperature and furnaces during heating season. Replace furnace filters in three furnaces bi-monthly. Report any problems to the Clerk.
- n. Do interior and exterior touch-up painting as needed and approved by the Board.
- o. Maintain a supply of three to four recycling bins on the first floor in the entry hallway.
- p. Defrost and clean the refrigerator freezer as needed.
- q. Clean the stove as needed.
- r. Clean basement area as needed.

**2. Lawn Maintenance:**

- a. Mow grass in the park and around the Town Hall
- b. Trim/edge grass around trees, Town Hall and other objects.
- c. Keep yard and parking lot clear of debris
- d. Change oil and grease the lawn mower as specified by the manufacturer.
- e. Have the mower blades sharpened once a year or more often if needed and approved.
- f. Remove snow from Town Hall entrance as needed.

**Agreement and Signature:**

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

\_\_\_\_\_

Custodian/Lawn Maintenance Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Town of Medary Board Member

\_\_\_\_\_

Date