

**Minutes of the Meeting of the Building Inspection Ad-Hoc Committee
Held on Monday, August 26, 2019 Pursuant to Notice Duly Given**

1. Meeting called to order at 3:30 p.m. by Chairperson Schreiber
2. Roll Call: Mayor Heier, Joe Last, Al Schreiber, Jeremy Wusterbarth, John Reed, Kim Bronikowski, Mike Rehberg, Sara Perrizo (also as recording secretary)
Absent: Ron Daul
Also present: Attorney Calvert
3. Approval of Agenda
Moved by Heier, seconded by Reed to approve the agenda as presented. M/C
4. Approval of Minutes from 7/29/19 Meeting
**Moved by Reed, seconded by Bronikowski to approve the minutes as typed.
Motion carried upon verbal voice vote. 8 ayes**
5. Correspondence/Public Appearances
Regarding the property located at 1532 Main Street, Calvert reported that he sent the owner a letter on August 1 giving him 15 days to respond with a plan of action and indicating that, if no response was received, the owner would be cited daily after August 15. No response was received, so a citation was issued on August 16 along with a letter indicating that the citations would continue on a daily basis. The court appearance for the citations is October 3. In addition, Last contacted the DNR to see if they could assist in forcing clean up of the junk vehicles that are on the property as there may be fluids from the vehicles leaking into the river. Reed informed that if there is a fire in this building, he won't send a crew inside unless there is a life in danger.
6. Discussion/Possible Recommendation on:
 - a. Rental Registration Form
Last handed out a draft registration form and suggested that the forms could be sent in Utility bills as well as posted online. This is going to be a large project and Calvert said that he would assist with creating the initial database. Calvert would also like to have a map online that would show all of the rental information in the city. Reed asked if the tenant information would also be kept in the database and Calvert stated that could be something for the future. Perrizo expressed concern over the website address on the form, stating that it would cost approximately \$500 to have a dedicated page for the registrations on the city's website. Last said that there could just be a link to the form on the Building Inspection page.

Moved by Wusterbarth, seconded by Bronikowski to approve the form with the change to the web address.

Motion carried upon verbal voice vote. 8 ayes
 - b. Nuisance Ordinance
Last handed out the current ordinance and stated that it is very similar to other municipalities. He questioned the penalty ordinance, which states that the first offence results in a citation of \$5-\$750 (we use \$180 or \$313) and the second and subsequent offenses result in a citation of \$100-\$1,000. However, the second and subsequent offenses are only after the conviction of a first offense. Last questioned how to track the convictions as well as what amounts should be used for habitual offenders.

Calvert stated that we don't know what happens in Municipal Court unless the defendant pleads not guilty and contacts Calvert. Perrizo suggested that a report of dispositions may be able to be run out of the court reporting software.

Calvert stated that he can come up with a table of citation amounts for second and subsequent offenses. We can also get a court order for the city to do clean up of a property if necessary. Wusterbarth suggested that notice of any citations should be sent to both the owners and tenants of rental properties.

Moved by Rehberg, seconded by Reed to have a step-up scale of citation amounts for habitual offenders.

Motion carried upon verbal voice vote.

8 ayes

c. Building Permit Fee Schedule

Last explained that a concerned property owner came in regarding the cost of a permit increasing based on the cost of the project. The property owner stated that other municipalities have flat fees for maintenance items such as roof and window replacement. Last looked at five other municipalities and all of them do, in fact, have flat fees for these permits. Wusterbarth stated that he agrees with a flat fee schedule. Last asked if this would include commercial and industrial as well as residential. The consensus of the committee was that all types of buildings would be included. Perrizo stated that we are encouraging property owners to make needed repairs and perform maintenance, but then we are charging them more than other municipalities to do so. Last noted that a change would result in lost revenue. Current permit costs are \$30 for projects up to \$5,000 and then \$5 additional for every additional \$1,000 in project value. The average permit cost is \$40.

Last will do more research and bring a recommended fee schedule to the next meeting.

d. Setbacks in Industrial District vs. Setbacks in Covenants

Last informed that the side setbacks in industrial districts are 20 feet on each side and the covenants only require 10 feet per side with a total of 25 feet on both sides. He recommended that both ordinances be changed to state that the side setbacks are 10 feet per side.

Moved by Heier, seconded by Wusterbarth to change all industrial and commercial (except Downtown Commercial) zoning side setbacks to ten feet per side.

Motion carried upon verbal voice vote.

8 ayes

7. Adjourn @ 4:23 p.m.

Moved by Perrizo, seconded by Wusterbarth to adjourn.

M/C

Meeting adjourned at 4:23 p.m.

Respectfully Submitted:
Sara J. Perrizo, CPA
Administrator