

# APPROVED

## TRADE LICENSING BOARD MINUTES

DATE: 13 MAR 2012

PLACE: City Manager's Conference Room

MEETING CALLED TO ORDER BY: Wayne Garber

TIME: 5:03 PM

### ORDER OF BUSINESS

#### I. ROLL CALL:

- 1) PRESENT: Jeff Lewis, Philip Nipper, Wayne Garber, Jerry Seiber and Brian Hayden
- 2) ABSENT: Joe McCarty and Jason Boyd
- 3) ALSO PRESENT: Arnold Blackwell (CITY STAFF)

#### II. READING AND ADOPTION OF MINUTES FROM PREVIOUS MEETING:

- a) Minutes from the 10 Jan 2012 meeting were read and approved. Motion to approve minutes made by Mr. Hayden and seconded by Mr. Seiber.

#### III. DELIBERATION ON NEW APPLICANTS:

- a) Master Plumber application ICO Reeford R. Cagle, Jr.  
After review and discussion, all members present voted in favor of recommending Mr. Cagle for a Master Plumber's License.

#### IV. DISCIPLINARY ACTIONS:

- a) NONE

#### V. STAFF REPORT:

- a) Mr. Blackwell presented copies of a <sup>handout</sup> ~~hangout~~ entitled "Permits and Inspections" which will be available for citizens and contractors use. The handout will be available at the front desk. The handout is also available on the city's web site. Mr. Nipper asked if the handout could also be mass mailed to the public and if the information could also be published in the local paper once or twice a year.

#### VI. UNFINISHED BUSINESS:

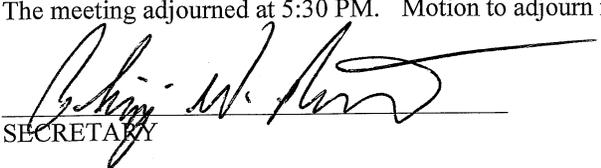
- a) The Board reviewed the corrected versions of electrical and plumbing license application forms. Mr. Blackwell informed the Board that the new forms are already in use. A motion was made by Mr. Nipper to review the forms on an annual basis beginning with the March 2013 Board meeting or at the next scheduled meeting if no March 2013 Board meeting is held. The intent of the review would be to make any required changes / deletions / revisions / additions to the forms after the initial first 12 months of use. Mr. Hayden seconded the motion. All members present voted in favor of the motion.

#### VII. NEW BUSINESS:

- a) NONE

#### VIII. ADJOURNMENT:

The meeting adjourned at 5:30 PM. Motion to adjourn made by Mr. Lewis and seconded by Mr. Seiber.

  
SECRETARY