

# APPROVED

## TRADE LICENSING BOARD MINUTES

DATE: 10 JAN 2012

PLACE: City Manager's Conference Room

MEETING CALLED TO ORDER BY: Wayne Garber

TIME: 5:01 PM

### ORDER OF BUSINESS

#### I. ROLL CALL:

1) PRESENT: Jeff Lewis, Philip Nipper, Wayne Garber, Joe McCarty, Jerry Seiber, Jason Boyd and Brian Hayden

2) ABSENT:

3) ALSO PRESENT: Arnold Blackwell (CITY STAFF) and City Manager, Mr. Mark Watson

#### II. INTRODUCTION BY CITY MANAGER:

Mr. Watson thanked the Board for its work and addressed the Board regarding the following three main topics:

a) Improving the physical properties of the hard copy plumbing and electrical licenses. He described possibly including a photo of the licensed individual and lamination of the card with the intent to "beef up" the overall professional appearance of the license.

b) EPA mandated regulations concerning city sewer problems and homeowner responsibilities regarding leaking/broken residential sewer lines. He informed the Board that the city would be looking at and developing strategies and plans to help overcome the large amount of potential replacements and repairs within the city to private sewer laterals. He stated the first step in the process will be to utilize the smoke testing results to help pinpoint locations. With regard to rental properties, he discussed the possibility of using the smoke test results to determine occupancy suitability.

c) General discussion regarding rental units, "utilities turn-on" inspections and improving overall housing within the city.

In closing, Mr. Watson asked the Board to communicate any ideas it may have regarding these issues to him and stated that the Board may be asked for further involvement with this issue as plans and strategies are developed.

Mr. Hayden expressed his views concerning manning levels in code enforcement and general code enforcement policies with regard to "protecting the trade".

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

a) Minutes from the 8 Nov 2011 meeting were read and approved. Motion to approve minutes made by Brian Hayden and seconded by Jerry Seiber.

#### IV. DELIBERATION ON NEW APPLICANTS:

a) NONE

V. DISCIPLINARY ACTIONS:

a) NONE

VI. STAFF REPORT:

a) Mr. Blackwell discussed the "citizen publication" which is currently under development. He provided a draft copy for the Board to review. The intent of the publication will be to inform and educate the public at large with the current rules and regulations per city ordinance regarding license and permit regulations. A large discussion took place between the Board members. Following the discussion, Mr. Blackwell was lauded for the development of the publication and for going forward with the idea. Mr. Blackwell also stated that some permit and license information is being planned to be included in the next issue of the "report to citizens" publication.

VII. UNFINISHED BUSINESS:

a) The Board reviewed draft copies of the revised electrical and plumbing license application forms and made corrections where needed. Mr. Hayden will make electronic corrections and provide the corrected forms to the Board at the next scheduled Board meeting.

VIII. NEW BUSINESS:

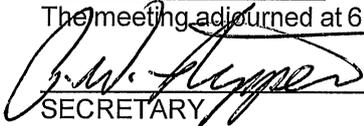
a) Election of Officers:

Mr Garber was re-elected as Board Chair by a vote of 7 to 0.

Mr Nipper was re-elected as Board Secretary receiving 5 votes with one vote going to Mr. Hayden and one vote going to Mr. McCarty.

VIII. ADJOURNMENT:

The meeting adjourned at 6:10 PM. Motion to adjourn made by Jeff Lewis and seconded by Brian Hayden.

  
SECRETARY