

APPROVED

TRADE LICENSING BOARD MINUTES

DATE: 08 NOV 2011

PLACE: City Manager's Conference Room

MEETING CALLED TO ORDER BY: Wayne Garber

TIME: 5:12 PM

ORDER OF BUSINESS

I. ROLL CALL:

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

2) ABSENT: Jeff Lewis

3) ALSO PRESENT: Arnold Blackwell (CITY STAFF) and Jake Martin (CITY STAFF)

II. READING AND ADOPTION OF MINUTES FROM PREVIOUS MEETING:

a) Minutes from the 11 Oct 2011 meeting were read and approved as amended. Motion to amend made by Joe McCarty and seconded by Brian Hayden. Motion to approve amended minutes made by Brian Hayden and seconded by Joe McCarty.

III. DELIBERATION ON NEW APPLICANTS:

a) NONE

IV. DISCIPLINARY ACTIONS:

a) NONE

V. STAFF REPORT:

a) Mr. Blackwell discussed the possibility of including code enforcement information in the current "report to citizens" publication as a way of informing the public of city regulations regarding the use of licensed trades people and when permits are required. This was a topic that was discussed at the last meeting and Mr. Blackwell stated that he would continue the discussion with supervision within the department with the hopes of getting the information out to the public.

VI. UNFINISHED BUSINESS:

a) Mr. Troy Wilson's application from the October board meeting for a Class II Electrical Contractor's license was re-evaluated with Mr. Martin. Areas of concern with the application were better identified so Mr. Martin could seek resolution with the applicant.

VII. NEW BUSINESS:

a) Revisions to applications:

The board reviewed and discussed license application forms for Master Plumber, Journeyman Plumber, Class I Electrical Contractor and Class II Electrical Contractor. Many suggested changes and revisions were discussed and acted on including, but not limited to, the following:

- removal of the Social Security Number requirement from the electrical license applications
- removal of the terms " Board of Electrical Examiners" and "Board of Plumbing Examiners" from all forms and substituting "Trade Licensing Board"

- adding "type of work" blocks to the front page of the electrical forms
- removal of outdated ordinance numbers
- adding a "2 year from the examination date" area or line item to all application forms
- the application form for Appliance Electrician was determined to be invalid and needs to be deleted as there is no longer such a license

Many suggestions were made regarding specific language and content changes that were too many to list individually. It was decided that the forms should be revised using an electronic template. At the end of the discussion, Mr. Hayden volunteered to generate new forms once electronic copies of the current forms were provided to him. He stated that draft versions of the revised forms would be available for board and staff review at the Jan 2012 board meeting.

Changes to Title 12 were discussed briefly by Mr. Nipper who suggested that the board should hold off making recommendations for change until the complete ordinance has been through the annual internal review process that is conducted by an outside contractor (Municipal Technical Advisory Service, (MTAS)). Mr Garber stated that staff should make sure that Title 12 is identified as needing revisions (see ordinance # 4-11) and that it should be included in the annual MTAS review and revision process for 2011.

VIII. ADJOURNMENT:

The meeting adjourned at 6:20 PM. Motion to adjourn made by Joe McCarty and seconded by Jason Boyd.



SECRETARY