



# MAYOR & COUNCIL COMMUNICATION

**DATE: September 1, 2015**  
**REGULAR**  
**ITEM 21**  
**MOTION**

**AGENDA ITEM:** Building Inspector Position  
**SUBMITTED BY:** Clark Schroeder Interim City Administrator  
**THROUGH:** Clark Schroeder  
**REVIEWED BY:** Clark Schroeder

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**SUGGESTED ORDER OF BUSINESS:**

- Introduction of Item ..... City Administrator
- Report/Presentation.....City Administrator
- Questions from Council to Staff ..... Mayor Facilitates
- Call for Motion ..... Mayor & City Council
- Discussion ..... Mayor & City Council
- Action on Motion..... Mayor Facilitates

**POLICY RECCOMENDER:** Staff

**FISCAL IMPACT:** Included in the 2015 budget.

**SUMMARY AND ACTION REQUESTED:**

The City of Lake Elmo has approved a number of new homes which will be built over the next 5-7 years. As an update, since the last time this was before the council, our contracted building inspector has given 30 day notice. The last directive given by council was to hire an additional contractor for 20 hours to supplement the current contractor. We have had limited success securing material commitments for this 20 hour position. Our 2016 budget is built upon a 130 housing buildout with local standards from neighboring cities of one inspector for every 50 homes. In discussing this with other local city administrators, if you wait until you need a 100 percent position, most likely you have waited too long and have provided poor customer service. Lake Elmo is in a consortium with local cities that help out when demand is high or inspectors go on vacation or have health related issues. This type of quid pro quo it is a two way street and Lake Elmo has not had capacity to lend out inspectors for some time now. If you approve this position and we have available time, we most likely would be able to fill time with other cities

inspections and bill that out. In addition, there is a possibility that annual fire inspections could be done by this position if they were so trained and the Chief approved. This position would also inspect and enforce nuisance ordinance complaints.

**BACKGROUND INFORMATION (SWOT):**

**Strengths** – The proposed position will continue the vision of service to the community and compliance with applicable State and Municipal Code requirements.

**Weaknesses** – Not Applicable

**Opportunities** – The proposed position will assist in carrying out the Department of Building safety's mission in maintaining minimum requirements to safeguard public health, safety, and general welfare through compliance with City Code.

**Threats**- Economic downturn could happen and housing starts could stop necessitating the laying off of a new hire.

**RECOMMENDATION:** Based on the aforementioned, the staff recommends the City Council authorize the hiring of a full time building inspector.

***“Move to authorize the City Administrator to advertise, recruit, interview, and present for employment a Building Inspector.”***