



STAFF REPORT

DATE: March 4, 2020

REGULAR

TO: Mayor and City Council

AGENDA ITEM: Adopt Resolution 2020-027 to Designate Certified Building Official
SUBMITTED BY: Kristina Handt, City Administrator

BACKGROUND:

Building Official Kevin Murphy tendered his resignation effective 3/3/20. The City of Lake Elmo has adopted the Minnesota State Building Code and is authorized to provide administration. A certified building official is required by Minnesota State Statute for implementation. Staff recommends that City Building Inspector, Toni Liljedahl be designated as the certified building official until a building official replacement is hired. Ms. Liljedahl has volunteered to provide these services, and has done so in the past.

ISSUE BEFORE COUNCIL:

Should the Council designate Toni Liljedahl as building official?

PROPOSAL:

As it is required by state statute to designate a certified building official, staff recommends designating Building Inspector, Toni Liljedahl as such. She has all of the necessary licensure, and would serve as the building official in a temporary capacity until a replacement is hired.

Council would need to adopt Resolution 2020-027 to designation Ms. Liljedahl as the certified building official. Additionally, the attached Designation of Certified Building Official form will need to be authorized by the Mayor and mailed to the state. The form has already been completed, but needs an authorized signature.

FISCAL IMPACT:

None.

RECOMMENDATION:

“Move to adopt resolution 2020-027.”

ATTACHMENTS:

- Resolution 2020-027
- Notice of Designation of Certified Building Official Form

**CITY OF LAKE ELMO
WASHINGTON COUNTY
STATE OF MINNESOTA**

RESOLUTION NO. 2020-027

A RESOLUTION DESIGNATING CERTIFIED BUILDING OFFICIAL

WHEREAS, the City of Lake Elmo has adopted the Minnesota State Building Code; and

WHEREAS, the City is authorized and empowered to provide administration and a certified building official is required by Minnesota State Statute for implementation; and

WHEREAS, the City of Lake Elmo has determined it is in the best interests of the City and its citizens to designate the Toni R. Liljedahl to provide such services to the City immediately and until such further notice;

NOW, THEREFORE, BE IT RESOLVED, Toni R. Liljedahl as the Designated Certified Building Official for Lake Elmo to administer the State and Municipal Building Code.

APPROVED by the Lake Elmo City Council on this 4th day of March, 2020.

By: _____
Mike Pearson
Mayor

ATTEST:

Julie Johnson
City Clerk

Notice of Designation or Vacancy Of Certified Building Official

To the Commissioner of Labor and Industry:

According to M.S. §326B.133, Subd. 1, which states:

Each municipality shall designate a building official to administer the code. A municipality may designate no more than one building official responsible for code administration defined by each certification category established in rule. Two or more municipalities may combine in the designation of a building official for the purpose of administering the provisions of the code within their communities.

and further, according to M.S. §326B.133, Subd. 7, which states in part:

In the event that a designated building official position is vacant within a municipality, that municipality shall designate a certified building official to fill the vacancy as soon as possible. The commissioner must be notified of any vacancy or designation in writing within 15 days.

The administrative authority of the municipality of

Hereby notifies you, pursuant to M.S. §326B.133, that it has made one of the following designations (A or B selected):

A.

Municipality has designated

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NAME (INCLUDE MIDDLE INITIAL)

CERTIFICATION NUMBER

as the municipality's building official, who in the municipality of

will be known as the

	TITLE	, effective		DATE
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MUNICIPALITY CONTACT INFORMATION

MUNICIPALITY STREET ADDRESS (do not provide a PO Box)					
CITY			STATE		ZIP
PHONE		FAX		E-MAIL	

MUNICIPAL BUILDING OFFICIAL CONTACT INFORMATION

BUILDING OFFICIAL STREET ADDRESS (do not provide a PO Box)					
CITY			STATE		ZIP
PHONE		FAX		E-MAIL	

OR B.

Municipality has a vacancy in the building official position. effective

DATE

Statutory definitions from M.S. §326B.103, Subd. 6 *Designate* “the formal designation by a municipality’s administrative authority of a certified building official accepting responsibility for code administration.”

***Administrative authority* “a municipality’s governing body or their assigned administrative authority.”**

Please have person with administrative (appointing) authority sign. Form must be signed.

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