



STAFF REPORT

DATE: September 7, 2021

CONSENT

TO: Honorable Mayor and City Council

AGENDA ITEM: Approve Hire of Building Official and Designate Building Official

SUBMITTED BY: Jake Dickson, Assistant City Administrator

BACKGROUND:

The Building Official position has been vacant since last year, MNSpect has served as the designated building official in the interim. Staff interviewed candidates over time and selected John Taylor to recommend for the Building Official position.

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.

ISSUE BEFORE COUNCIL:

Should the Council approve the hire of John Taylor as Building Official and designate him as the Building Official?

PROPOSAL:

Staff is recommending that the City Council hire John Taylor as Building Official and designated him as the Building Official contingent upon background and drug screening. Taylor has over 20 years' experience in building inspections and the required licensing. Staff is further recommending that Taylor be hired at step 3 of the pay scale, equivalent to \$89,772.80 annually. His first day will be October 4th.

Staff is also recommending that the City Council designate John Taylor as the Building Official, Council would need to adopt Resolution 2021-94 to designate John Taylor 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:

Building Official wages and benefits are included in the 2021 budget.

OPTIONS:

1. Hire John Taylor at the terms described
2. Hire John Taylor under different terms
3. Continue to advertise the Building Official position
4. Hire no one

RECOMMENDATION:

If removed from the consent agenda:

“Move to approve the hiring of John Taylor as Building Official with the described terms.”

“Move to adopt Resolution 2021-94, designation John Taylor as the Building Official.”

ATTACHMENTS:

- Resolution 2021-94
- Notice of Designation of Certified Building Official Form

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

RESOLUTION NO. 2021-094

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 John W Taylor to provide such services to the City effective October 4th, 2021 and until such further notice;

NOW, THEREFORE, BE IT RESOLVED, John W Taylor 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 7th day of September, 2021

By: _____
Charles Cadenhead
Mayor

ATTEST:

Julie Johnson
City Clerk

Minnesota Department of Labor and Industry
Construction Codes and Licensing Division
Business Unit
443 Lafayette Road North, St. Paul, MN 55155-4341
Phone: (651) 284-5068 Fax: (651) 284-5749
www.dli.mn.gov TTY: (651) 297-4198
PRINT IN INK or TYPE your responses.

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

City of Lake Elmo

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

John W Taylor

NAME (INCLUDE MIDDLE INITIAL)

BO 785492

CERTIFICATION NUMBER

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

City of Lake Elmo

will be known as the

TITLE Building Official

, effective

DATE 10/4/2021

MUNICIPALITY CONTACT INFORMATION

MUNICIPALITY STREET ADDRESS (do not provide a PO Box)

3880 Laverne Avenue N, Suite 100

CITY

Lake Elmo

STATE

MN

ZIP

55042

PHONE

(651) 747-3900

FAX

E-MAIL

khandt@lakeelmo.org

MUNICIPAL BUILDING OFFICIAL CONTACT INFORMATION

BUILDING OFFICIAL STREET ADDRESS (do not provide a PO Box)

3880 Laverne Avenue N, Suite 100

CITY

Lake Elmo

STATE

MN

ZIP

55042

PHONE

(651) 747-3910

FAX

E-MAIL

jtaylor@lakeelmo.org

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.

SIGNATURE OF ADMINISTRATIVE AUTHORITY

TITLE

DATE