

SPECIAL MEETING OF THE TOWN BOARD

Minutes

Friday, January 17, 2014
8:30AM – Town Hall
Town of Little Suamico

In Attendance: Elmer Ragan, Town Chair, Supervisors Dave Pribyl and Doug Allen, Michael Miller, Building Inspector, Jim Frymark, Town Planner and Norb Stauber, Rural Mutual Insurance agent.

Purpose of the meeting: To finalize the Building Inspector Agreement with Michael Miller Inspections, LLC.

Copies of the revised Building Inspector agreement were distributed by Jim Frymark. Revisions incorporated comments made in an open discussion at the January 13, 2014 Town Board Meeting and on additional information obtained by Jim Frymark from the State Commercial Building Inspector's office.

Comments and additional changes to the agreement discussed and agreed upon include the following:

- Leave in "maintaining certification . . . and Commercial construction sentence.
- Delete the last sentence in Section 1. Contract as a Building Inspector.
- Section 2. Insert "2 years".
- Section 3., a. Delete hourly rate. Will negotiate as needed.
- Section 5., h. Delete all of "h"
- Section 8. Add "Miller Inspections shall provide documentation on having Workman's Comp Insurance and if exempt, provide such documentation.
- Signature page – Only needs to be signed by Town Chair and Clerk/Treasurer. Delete other signature lines.

The Agreement will be finalized for signatures once the Errors and Omissions insurance requirement is resolved. Michael Miller will further investigate the costs and obtaining of Errors and Omissions insurance based on discussions and input from Norb Stauber who explained why the Town's insurance does not cover Mr. Miller.

Dave Pribyl moved, seconded by Doug Allen, that the agreement be finalized incorporating the above changes. Motion approved.

Mr. Ragan stated that the next step is to review the Town's fee schedule to ensure that fees charged continue to cover the Town's expenses for issuing permits, licenses, and other reviews and approvals. Mr. Miller will provide Mr. Frymark with fee schedules from his other clients and Mr. Frymark will survey fees charged by other nearby units of government and will forward findings to the Town Plan Commission. Meeting adjourned at approximately 10:00AM.

By Jim Frymark
Town Planner