

**FINANCE/PURCHASING & BUILDING COMMITTEE**  
**August 10, 2021**

A meeting of the Finance/Purchasing & Building Committee was called to order at 4:00 pm by Chairperson Bacon in the Council Chambers, City Hall. Roll call: Alderpersons Bacon, Wiederanders and Williams were present. Also present: Community Development Director Olejniczak, and Office Accounting Assistant II Metzger.

A motion was made by Alderperson Williams, seconded by Alderperson Wiederanders to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Public comment on agenda items and other issues related to finance & purchasing.
4. Consideration of: Amendment to Professional Services Agreement – Building Plan Review.
5. Review bills.
6. Adjourn.

Carried.

No one spoke during public comment on agenda items and other issues related to finance & purchasing.

Consideration of: Amendment to Professional Services Agreement – Building Plan Review

Community Development Director Olejniczak explained that there are two areas to amend in the contract with E Plan Exam. The contract with E Plan Exam currently provides for plan review services that include structural, building, mechanical, fire alarm and fire sprinkler but not for plumbing plan review. The City is a delegated municipality for most projects and is able to provide local plan review however, it is not delegated to do plumbing plan review. E Plan Exam has credentialed staff to provide plumbing plan reviews and the city's contracted building inspector, Door County Inspection, has credentialed staff to provide plumbing inspections, therefore the contract should be amended to include plumbing review. The second area to amend is to the invoice and payment structure. Currently, the City receives the payments for plan reviews, then pays 85% of the collected fees to E-Plan Exam. They are requesting to collect the fees and remit the 15% due to the City, which is easier for builders and reduces city staff administrative time.

Moved by Alderperson Wiederanders, seconded by Alderperson Williams to recommend to Common Council to approve the amendment to the professional service agreement for building plan review with E-Plan Exam. Carried.

Review bills

Moved by Alderperson Williams, seconded by Alderperson Wiederanders to approve the bills as presented and forward to the Common Council for payment. Carried.

Moved by Alderperson Wiederanders, seconded by Alderperson Williams to adjourn. Carried. The meeting 4:07pm.

Respectfully submitted,

Tricia Metzger