Agenda
Public Safety & Welfare Committee Meeting
TELECONFERENCE
Monday, May 10, 2021
5pm

Chairperson: Rocco J. LaMacchia, Sr
Vice Chairperson: Keith W. Rosenberg
Alderperson: Jan Michalski
Alderperson: Eric Haugaard
Alderperson: Rollin Pizzala

Call to Order
Roll Call

Approval of the minutes of the meeting held on April 26, 2021.

1. Resolution to Modify the Table of Organization of the Department of Inspections; to Reclassify One Position of Building Inspector to Plan Reviewer and Inspector; and to Approve the Subsequent Classification Specification. PUBLIC HEARING

2. Reschedule meeting scheduled for Monday, May 31, 2021 (Memorial Day).

ALDERPERSONS' COMMENTS

Due to the COVID 19 Pandemic, no in-person public attendance at this meeting is allowed. This meeting is audio-only. If you wish to listen to the meeting, dial into the meeting at 312 626 6799 or 646 558 8656. Meeting ID: 972 4138 0545

Public comments will be received on items. Persons wishing to provide public comments on a particular agenda item are encouraged to provide those comments in advance of the meeting by electronic mail to the City at comments@kenosha.org, which will then be read into the Committee record during the public hearing phase. If providing a written comment, please include a subject line identifying the committee and either the agenda item number or the agenda item subject.

Alternatively, persons wishing to express a comment during a noticed public hearing must have called in to the telephone number above, and will be able to express their comments when the Chair opens the item for public comments. Such comments must be relevant to the item, be made in an orderly manner, and be made with courtesy accorded to other speakers.
Meetings of the Committee are typically video taped. The archive of the meeting is typically available for viewing two business days after the conclusion of the meeting, at http://www.kenosha.org/government/common-council/agendas-minutes-video.

If you experience difficulties with both the telephone connection such that you are not able to use either due to a possible technical malfunction of the City services, please email comments@kenosha.org to alert staff to the existence of the problem.
The regular meeting of the Public Safety & Welfare Committee was held on Monday, April 26, 2021 via Teleconference. The meeting was called to order at 5:25 pm by Chairperson LaMacchia.

At roll call, the following members were present: Vice Chairperson Rosenberg, Alderpersons Haugaard, Pizzala and Michalski. Staff members in attendance were Shelly Billingsley, Director of Public Works; Brian Cater, Deputy Director of Public Works; Eric Larsen, Deputy Police Chief; Chris Bigley, Fire Chief; John Morrissey, City Administrator; Alderpersons Griffin and Kangas.

It was moved by Alderperson Michalski seconded by Alderperson Rosenberg to approve minutes of regular meeting held on April 12, 2021. Motion passed 5-0.

1. Special Investigation Unit Agreement Between the City of Kenosha & the Village of Pleasant Prairie Regarding Cooperation Between the Kenosha Police Department & Village of Pleasant Prairie Police Department.
   Public Hearing: Joel Trudell (7850 34th Ave) spoke
   Staff Comments: Eric Larsen spoke. Alderperson Michalski spoke.
   It was moved to approve by Alderperson Rosenberg, seconded by Alderperson Pizzala. Motion passed 5-0.

2. Election of Public Safety & Welfare Committee Chairperson for the 2021-2022 Term.
   Public Hearing: No one spoke.
   Staff Comments: Alderperson Haugaard spoke. Alderperson LaMacchia spoke.
   It was moved to elect Alderperson LaMacchia to Chairperson by Alderperson Haugaard, seconded by Alderperson Pizzala. Motion passed 5-0.

3. Election of Public Safety & Welfare Committee Vice Chairperson for the 2021-2022 Term.
   Public Hearing: No one spoke.
   Staff Comments: Alderperson Michalski spoke
   It was moved to elect Alderperson Rosenberg to Vice Chairperson by Alderperson Michalski, seconded by Alderperson Pizzala. Motion passed 5-0.

ALDERPERSONS' COMMENTS: No one spoke.

AJOURNMENT – There being no further business to come before the Public Safety & Welfare Committee, it was moved by Alderperson Haugaard, seconded by Alderperson Michalski and unanimously carried to adjourn at 5:34 pm.
RESOLUTION #_________

BY: THE MAYOR

RESOLUTION TO MODIFY THE TABLE OF ORGANIZATION OF THE DEPARTMENT OF INSPECTIONS; TO RECLASSIFY ONE POSITION OF BUILDING INSPECTOR TO PLAN REVIEWER & INSPECTOR; AND TO APPROVE THE SUBSEQUENT CLASSIFICATION SPECIFICATION

WHEREAS, the Department of Inspections has the responsibility to conduct plan reviews for homes and businesses located in the City of Kenosha; and

WHEREAS, the City of Kenosha is committed to the timely review of submitted plans, the issuance of appropriate permits as well as the subsequent granting of occupancy permits with the goal of best ensuring a reputation as being expedient in its service delivery; and

WHEREAS, prior to October, 2020, plan reviews were performed by the State of Wisconsin Division of Industry Services who retained the entire review fee or were contracted out to a vendor in which the City would obtain 15% of the total fee charged; and

WHEREAS, in 2020 the City sought approval from the State of Wisconsin Department of Safety and Professional Services to authorize it as possessing the primary responsibility for conducting plan reviews of all size buildings and inspections in lieu of the State; and

WHEREAS, the State has granted the City said approval under Dave Fliess’ credentials as a registered Professional Engineer and Certified Commercial Building Inspector in generating additional revenue in 2020 of $151,250; and

WHEREAS, said increase in job responsibilities and the functions therein including overall job complexity arising from newly required job qualifications for this position warrant an appropriate job reclassification of the existing position; and
WHEREAS, placement of the Plan Reviewer and Inspector job classification is recommended as Pay Grade K (from the incumbent’s current pay grade classification of I).

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Kenosha, Wisconsin to modify the Table of Organization of the Department of Inspections by reclassifying the position of Building Inspector to Plan Reviewer and inspector; and

BE IT FURTHER RESOLVED that the classification specification attached hereto as Appendix A be approved; and

BE IT FURTHER RESOLVED that said reclassification be approved effective June, 1, 2021.

Adopted this _____ day of ____________, 2021.

ATTEST: ___________________________. (City Clerk-Treasurer)

Matt Krauter

APPROVED: ________________________, (Mayor)

John M. Antaramian
Appendix A

Plan Reviewer and Inspector

DEPARTMENT: Inspections

GENERAL OVERVIEW OF POSITION:
Under the general supervision of the Director of Inspections, this position performs advanced level plan review and skilled building inspection work to ensure compliance with all State and municipal codes. The Plan Reviewer is responsible for review and signatory authority with submitted plans, compliance of buildings, structures and premises plans with all building codes and for reviewing structural plans. The employee performs field inspections of permitted projects for approval and ensures that violations are corrected. Work requires professional level education and the use of technical knowledge and discretion in reviewing plans. Work is reviewed through reports, conferences, consultations and results obtained. Performs other work as requested or assigned.

EXAMPLE OF DUTIES & RESPONSIBILITIES:

• Functions as Lead Commercial Building plan reviewer
• perform all commercial building plan reviews and acts as signatory on submitted projects
• Consults with permit submitters by email or phone
• Reviews building, construction and site plans for compliance with commercial building code requirements per the International Building Code (IBC) and all associated standards and for the practicability of plans.
• Reviews plans and permit applications for compliance with building codes.
• Reviews heating, ventilation, air conditional, all mechanical code requirements, energy conservation, fuel gas code installations, fire suppression and fire alarm systems, kitchen hood installation and suppression systems, and accessibility requirements.
• Maintains computerized permit system. Prepares reports and maintains records of inspections performed.
• Reviews applications and plans, checks structural requirement calculations and feature of plans, answers inquiries concerning building code requirements; and conducts field inspections.
• Recommends interpretations of and revisions to city regulations; estimates job values; determines required inspections; and updates computer data base.
• Attends weekly planning and zoning meetings as the commercial building code
consultant.
• Acts as liaison with contractors, owners and City employees regarding local and state building codes; determines compliance with outside agency requirements.
• Follows up on complaints and building code violations.
• May be required to review electrical or plumbing construction and site plans and permit applications for building and plumbing requirements depending on state certifications.
• Performs other duties as required or assigned.

REQUIREMENTS:
Education, Training and Experience Requirements:

• Possession of a Bachelor’s Degree and licensed as a Professional Engineer (PE) or Registered Architect (RA)
• Three (3) years construction experience or an equivalent combination of training and experience.
• Certification from the State of Wisconsin as a UDC Construction Inspector is required.
• Certification by the State of Wisconsin in Commercial Inspection is required.
• The City will provide a certification allowance for additional State of Wisconsin certifications above the minimum requirements for this position. The specific certification needs will be determined by the City.
• Possession of a valid driver’s license and a good driving record. May be required to provide a personal vehicle for use on the job.

Knowledge, Skill and Ability Requirements:

• Knowledge of current practices and methods employed in building and related construction trades.
• Knowledge of City and State laws, regulations, codes and ordinances governing building standards, housing, certification and licensing of contractors.
• Ability to carry out field inspection of building sites.
• Ability to prepare reports and maintain records.
• Ability to consult with contractors, building owners, the general public and to effect and maintain satisfactory working relationships on inspection and regulation matters.
• Ability to issue violations and/or stop work orders when necessary and file reports on violations.
• Ability to read, understand, and interpret plans, drawings, blueprints, specifications and related construction documents, and identify them to construction in progress.
• Ability to communicate effectively, both verbally and in writing, to prepare concise,
accurate records and reports.
• Ability to establish and maintain an effective working relationship with the general public and fellow employees.
• Skill in operating a calculator, copy machine, computer, tablet and measuring tools associated with the construction trade.
• Skill in enforcing conformity with firmness, tact and impartiality.
• Ability to handle reasonably necessary stress.

Physical Requirements:

• Task involves the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 pound) items and occasionally very heavy (100 pounds or over) items.

Environmental Requirements:

• Task may require frequent exposure to adverse environmental conditions.

Sensory Requirements:

• Task requires color perception and discrimination.
• Task requires sound perception and discrimination.
• Task requires depth perception and discrimination.
• Task requires visual perception and discrimination.
• Task requires oral communications ability.
TO: Public Safety & Welfare Committee
    Finance Committee
    Kenosha Common Council
FROM: Carol L. Stancato, Director of Finance
ITEM: Resolution to Modify the Table of Organization of the Department of Inspections: To Reclassify One Position of Building Inspector to Plan Reviewer & Inspector; and To Approve the Subsequent Classification Specification

Based on the 2021 Adopted Budget, the reclassification to be approved effective June 1, 2021 and remaining 2021 budgeted funds available due to the retirement of the Plumbing Inspector, there are sufficient funds available to fund the reclassification of one Building Inspector to Plan Reviewer & inspector effective June 1, 2021.