



**PROPERTY MAINTENANCE BOARD
Minutes of March 24, 2011**

The Property Maintenance Board met on the above date at 6:34 p.m. with the following members answering roll call:

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|---------------|-----------------|--------------|
| Present: | Bernie Macke | Board Member |
| | Rick Carr | Board Member |
| | Joe Schwarber | Board Member |
| Absent: | Harold Chandler | Board Member |
| Also Present: | Bill Rachford | Mayor |
| | Karen Barto | City Clerk |

ORIGINAL

Bernie Macke led the pledge of allegiance.

APPROVAL OF MINUTES:

September 23, 2010

MOTION: Joe Schwarber made a motion to approve the minutes of September 23, 2010, seconded by Rick Carr. All in favor, the motion passed 3-0-0.

OLD BUSINESS:

Bernie Macke asked if there was a report regarding the log cabin on Main Street. Bernie read from the last minutes that some of the requirements have been met but not all. He questioned the electrical work and stated that the upstairs windows do not meet the proper egress and smoke inspectors needed to be installed.

The Mayor said to ask the Zoning Administrator via email to check with the Building Inspector as to the status of the log cabin. Bernie formally requested the Zoning Administrator to follow up with the Building Inspector as to the status of the log cabin to see if all the work has been completed. Bernie asked that a report be emailed to them.

Joe Schwarber asked about the old Medialog building that is boarded up. Bernie said the Property Maintenance Board has not received any information on that building as the Board only meets when a property owner has been cited on maintenance or something and they make an appeal to this Board.

NEW BUSINESS:

Election of Officers

Bernie asked if Joe Schwarber should always attend the meetings since he is an alternate. Karen replied he would attend only if a regular board member was going to be absent to create a quorum and would then have full voting rights. Karen said he would be invited to every meeting, but wouldn't sit with the Board unless someone didn't attend. Karen will check into that.

Bill Rachford said for the Board's information, Harold Chandler was appointed to fill the unexpired term of Bob Simon.

ORIGINAL

MOTION: Rick Carr made a motion to elect Bernie Macke as Chairperson, seconded by Joe Schwarber. All in favor, the motion passed 3-0-0.

MOTION: Joe Schwarber nominated Rick Carr as Vice Chair, seconded by Bernie Macke. All in favor, the motion passed 3-0-0.

Bernie stated that everyone present received a copy of the Property Maintenance Code. Karen Barto stated she has more on order. It was asked if there was a newer code to which Karen replied yes, but this is the one adopted by the City. Karen thought the newer code was a 2009 edition and that Mike Duncan and the Zoning Administrator has it to review, but they aren't sure we should adopt it. The one the Board has is the 2000 edition.

Karen explained to Bernie that someone should keep track of attendance on the sheet she provided and turn that into Karen.


Bernie also asked who would present a case to them if necessary. Would Karen get them the information or Carol? Karen said possibly legal council would be involved so it could go through Mike Duncan. Karen said if a property owner filed a grievance, they would appear before this board. They would have the information from the Building Inspector and Zoning Administrator and then listen to the property owner for his side and make a determination.

Bernie asked if Karen could ask Mike Duncan to email to the Board, the information as to who presents the case to the Board.

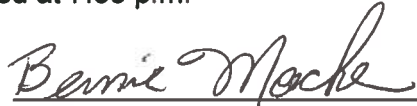
Karen reminded everyone that they have regularly scheduled meetings on the fourth Thursday of each quarter. They can cancel if there is no business.

ADJOURNMENT:

MOTION: Joe Schwarber made a motion to adjourn, seconded by Rick Carr. All in favor, the motion passed with a 3-0-0 vote. Meeting adjourned at 7:35 p.m.



KAREN M. BARTO
CITY CLERK



BERNIE MACKE, CHAIR

DATE: 3-22-12

DATE: March 22, 2012