

Meeting Notes: Municipal Delegations TAG

Date: Thursday, April 2, 2026
Prepared by: Makenzie Johnson
Location: DLI Minnesota Room/WebEx Event

Attendance:

TAG Members attending: Greg Metz, Scott Wheeler, Scott McKown, Ryan Rehn, Bryan Kerby, Paul Swett, Jerry Backlund, Jerry Norman, James Coyle, Scott Anderson, Randy King, Nicole Kastern

TAG Members not attending: Lonnel Johnson, Kyle Dimler, Travis Dunn

Guests attending: Adam Barthel, Brian Stemwedel, Britt McAdamis, Chad Payment, Craig Furlong, Dan Norby, Dave Matthews, Franklin Martin, Jason Voight, Jesse Soller, John Schmidt, Josiah Moore, Kade Paulson, Makenzie Johnson, Mike Kuhn, Nick Gilliland, Steve Kartak, Steve Shold, Steve Ubl, Tim Manz, Todd Hoekstra, Tyson Jenkins, Vlad Scheglowksi, Wendy Rannenber, Chris Rosival

Overview:

- TAG reviewed delegation agreements under Minnesota Statute 326B.107 and clarified expectations for inspector qualifications and tier assignments.
- The meeting focused on refining tiered project categories, staffing expectations, and Qualified Persons (QP) certification structure.

Key Decisions

- Personal qualification levels will be portable and independent of municipalities.
- Validation for Qualified Persons will be exam-based to remove subjectivity.
- Delegation processes and QP validation requirements will be placed into rule.
- Municipal delegation agreements will continue to be held at the jurisdiction level.

Tier Structure Consensus

- Four-tier project system confirmed, with flexibility for case-by-case reassignment.
- Tier placement considers occupancy type, project complexity, and life-safety risk.
- Municipalities with hospitals, prisons, or high-complexity facilities may qualify at Tier 4.
- Scorecard concept deemed too detailed for rule but acceptable for internal DLI policy.

Qualified Persons (QP) System

- Years of experience required as a prerequisite for QP levels; additional certifications may substitute.
- DLI will provide training specific to exam content and ongoing QP maintenance.
- QP exams may include discipline-specific modules for structural, mechanical, and fire systems as needed.

Delegation Assignment & Staffing

- Projects will be automatically assigned based on tier unless reassessment is requested.
- DLI emphasized the need for adequate municipal staffing to support delegation workloads.
- Staffing expectations may be addressed via policy rather than rule due to variability among municipalities.

Municipal Delegation Requirements

- Cities must follow DLI plan review and inspection policies.
- Timely municipal reporting and surcharge submission required.
- Cities must maintain accurate QP rosters and ensure only QPs handle state project work.
- DLI reserves the right to audit inspection files, project documentation, and plan review practices.

Next Steps

- DLI will refine policy and rule language and bring updated drafts to TAG.
- Future meetings will address transparency in delegation agreements.

Next Meeting

Date: 04/16/2026
Time: 1 p.m. to 3 p.m.
Location: Washington Room/WebEx