

Meeting Notes: Municipal Delegations TAG

Date: Wednesday, August 19, 2026
Prepared by: Greg Metz
Location: DLI Isanti Room/WebEx Event

Attendance:

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

Guests attending: Adam Schminski, Adam Barthel, Brian Stemwedel, Amanda Spuckler, Chris Weaver, Chad Payment, Chris Faste, Craig Furlong, Dan Blom, Dan Korf, Dan Pederson, Dave Rewey, Dave Mathews, Franklin Martin, Jason Coombe, Jim Newham, John Rued, Nathan Morlan, Nathan Buska, Scott Sadusky, Solomon Derby, Steve Shold, Tim Manz, Todd Hoekstra, Don Sivigny, Britt McAdamis, John Caldwell

Overview:

Reviewed draft rule language as follows

- 1302.1000, subpart 1 – The TAG consensus is to accept the language with clarification that plumbing and electrical systems and installations must comply with other requirements.
- 1302.1000, subpart 2 – TAG members discussed how DLI will determine whether a municipality has “sufficient qualified personnel” and the delegation tiers. The TAG consensus is that municipalities may only hold one form of delegation at a time.
- 1302.1000, subpart 3 – Add references to the statutory requirements for municipal reports and surcharge submissions. DLI is developing inspection policies.
- 1302.1000, subpart 4 – “Assigns responsibilities” is replaced with “delegates projects.” TAG members discussed when a licensed design professional may be required to perform specialized reviews and that municipalities with a delegation agreement are the authority having jurisdiction for the delegated project.
- 1302.1000, subpart 5 – Only qualified individuals are permitted to perform delegated work and may be qualified to perform inspections, plan review, or both. TAG members discussed that small municipalities may use contracts or jurisdictional agreements to find qualified persons.

- 1302.1000, subpart 6 – TAG members identified requirements that are redundant of other subparts.
- 1302.1000, subpart 7 – The delegation agreement application must include qualified persons and licensed engineers on staff or contract.
- 1302.1000, subpart 8 – The delegation agreement term is limited to six years. TAG members discussed unavailable qualified persons. The draft rule language was revised to require municipalities to notify the commissioner if qualified persons become unavailable and there are no agreements with other municipalities or contract with qualified person. The delegation agreement may be placed on hold for 90 days while the municipality finds qualified persons.
- 1302.1000, subpart 9 – A municipality may reapply for a delegation agreement 60 days before the expiration of the current agreement. DLI may terminate the delegation agreement if a municipality does not comply with reporting and administration requirements. Redundant language was removed from this rule part and the structure revised to address continuation of an existing agreement in item A and termination of an agreement in item B.
- 1302.1000, subpart 10 – Designers must submit preliminary plan review applications for tier assignment. Rule language revised to remove “trending analytics.” DLI assigns the tier level and may modify tier assignment. Projects may not move forward until a delegation letter is issued.

Next Meeting

Date: Wednesday, October 7, 2026

Time: 1:00 p.m.

Location: Hybrid/Isanti Room