

Municipal Delegations TAG

Meeting Notes

Date: Thursday, November 20, 2025

Meeting Location: DLI Minnesota Room/WebEx Event

Call to order:

Greg Metz

Attendance:

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

TAG Members not attending: Travis Dunn

Guests attending: Arlen Madsen, Alex Hassel, Allen Jorgenson, Britt McAdamis, Chad Payment, Chris Rosival, Christian Faste, Dave Knudson, Dave Mathews, Donald Sivigny, Franklin Martin, Greg Karow, Makenzie Johnson, Mike Hauan, Steve Shold, Steve Ubl, Todd Hoekstra, Tonia Sikorski, Tony Zappa, Travis Dunn, Wendy Rannenberg, Amanda Swenson, Kade Paulsen

Worksheet and Code Change Proposal Review:

1. Delegation Agreement Reform

- Current system is “all or nothing,” making it difficult for smaller jurisdictions to qualify.
- Proposal: Create tiered delegation levels (QP1–QP4) to allow more flexibility and access.
- Goal: Match delegation levels to project complexity and official qualifications.

2. Statutory Language Updates

- Plan review to be explicitly included in delegation agreements (previously only inspections).
- Remove “all” from “municipal agreement for all building projects” to avoid misinterpretation.
- Clarify language to support tiered delegation and plan review authority.

3. Reserved Projects

- Proposal to include plan review in reserved project delegation.
- Reserved projects currently include simpler scopes (e.g., reroofing, HVAC replacement).
- Discussion on whether to expand or redefine reserved project types.

4. Project Complexity Tiers (QP1–QP4)

- QP1 (Reserved): Minor projects (e.g., reroofing, siding, HVAC swaps).
- QP2: Assisted living (no dementia care), outpatient surgical centers, DOT facilities.
- QP3: K-12 schools, critical access hospitals, nursing homes.
- QP4: High-security prisons, large hospitals, complex state facilities.

5. Qualifications for Delegation

- Debate over requiring licensed professionals (engineers/architects) for higher-tier projects.
- Concerns about access and affordability for smaller jurisdictions.
- Suggestion: Allow retained professionals or certification-based alternatives.
- Emphasis on experience-based qualification over licensure alone.

6. Plan Review & Structural Oversight

- DLI staff noted lack of structural review in many delegated projects.
- Proposal: Require structural review for certain tiers or project types.
- Discussion on whether non-engineers can be trained/certified to perform structural reviews.

7. Qualification Process

- Current process seen as opaque and subjective.
- Suggestions: • Develop objective criteria and written exams.
- Include practical assessments or scenario-based evaluations.
- Maintain some interview component for applied knowledge.

Next Meeting:

Date: December 4, 2025

Time: 1:00 PM

Location: DLI Minnesota Room

Meeting Adjourned: 3:00 PM

Prepared by: Makenzie Johnson