

Municipal Delegations TAG

Meeting Notes

Date: Thursday, December 4, 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, Nicole Kastern, Travis Dunn

TAG Members not attending: James Coyle

Guests attending: Arlen Madsen, Allen Jorgenson, Amanda Spuckler, Brian Stemwedel, Britt McAdamis, Dave Knudson, Dave Mathews, Donald Sivigny, Franklin Martin, George Dorn, John Caldwell, Jon Peterson, Josiah Moore, Kade Paulson, Makenzie Johnson, Mike Bunnell, Mike Morehouse, Steve Ubl, Tim Manz, Wendy Rannenberg, Jeffery Lebowski

Worksheet and Code Change Proposal Review:

1. Rulemaking Framework

- Reviewed a draft rule proposal for Minnesota Rule 1302.1000.
- Emphasis on creating a structured rule to avoid circular discussions.
- The rule will guide delegation of code administration for public buildings and state-licensed facilities.

2. Project Registration

- Proposal to reinstate project registration for delegated projects.
- Discussion on using the IMS system for streamlined submissions.
- Concerns raised about turnaround time and impact on school project timelines.

3. Fees

- Proposal to require municipalities to charge no less than state fees for delegated projects.
- Discussion on statutory conflicts (326B.107 Subd. 4) and potential need for legislative change.
- Clarified that the state fee would be a floor, not a ceiling.

4. Delegation Categories

- Delegation agreements to be classified into four categories based on staff qualifications.
- Categories renamed from “levels” to “categories” for neutrality.

- Discussion on defining “complexity” and ensuring flexibility in project classification.

5. Qualifications & Staffing

- Proposed requirement: 4 years of experience for certain delegation levels.
- Debate on whether this is too restrictive, especially for rural jurisdictions.
- Clarified that both Certified Building Officials (CBO) and Building Official Limited (BOL) can qualify for reserved projects.

6. Storm Shelters & Schools

- Extensive discussion on whether storm shelters should remain in Category 4.
- Concerns about oversight and complexity led to consensus to keep them in Category 4.
- Charter schools confirmed to be included under “schools.”

7. Audit & Oversight

- Mixed opinions on including audit language.
- Some members supported audits for quality assurance; others feared it would deter participation.

8. Perception & Participation

- Feedback from ICC Southwest Chapter: most members hesitant to participate due to perceived complexity.
- Emphasis on need for outreach, education, and clarity to encourage adoption.

Next Meeting:

Date: February 5, 2025

Time: 1:00 PM

Location: DLI Minnesota Room

Meeting Adjourned: 3:00 PM

Prepared by: Makenzie Johnson