

CENTRAL IOWA CODE CONSORTIUM  
EXECUTIVE COMMITTEE  
MINUTES

Thursday, November 19, 2020  
Via Microsoft Teams

1. CALL TO ORDER

Chair Lund called the meeting to order at 10:00 a.m.

2. ROLL CALL

<b>MEMBER</b>	<b>PRESENT</b>	<b>ABSENT</b>
Jonathan Lund, Chair	x	
Roger Schemmel, Vice-Chair	x	
Jim Sanders, Secretary	x	
Brian Bishop	x	
Ryan Mayer	x	
Luke Nelson	x	
Keith Rash	x	
Clint Robinson	x	
Mike Whitsell	x	

3. AGENDA APPROVAL

Moved by Whitsell, seconded by Schemmel to approve the agenda

<b>MEMBER</b>	<b>YEA</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Jonathan Lund, Chair	X			
Roger Schemmel, Vice-Chair	x			
Jim Sanders, Secretary	x			
Brian Bishop	X			
Ryan Mayer	X			
Luke Nelson	x			
Keith Rash	X			
Clint Robinson	X			
Mike Whitsell	x			

4. PUBLIC COMMENT

No public comment

5. APPROVE MINUTES FROM THE OCTOBER 15, 2020 MEETING

Moved by Robinson, seconded by Schemmel to approve the minutes

MEMBER	YEA	NAY	ABSTAIN	ABSENT
Jonathan Lund, Chair	X			
Roger Schemmel, Vice-Chair	x			
Jim Sanders, Secretary	x			
Brian Bishop	X			
Ryan Mayer	X			
Luke Nelson	x			
Keith Rash	X			
Clint Robinson	X			
Mike Whitsell	x			

6. REVIEW DRAFT SURVEY OF DESIGN PROFESSIONALS AND CONTRACTORS REGARDING HOW THEY WOULD MEASURE CICC CODE REVIEW SUCCESS

Chair Lund reviewed the proposed survey questions. The committee suggested some changes.

It was discussed the survey could be distributed through the building departments and can possibly be issued with permits or a survey link to builders and contractors distributed through an email blast with encouragement to complete the survey when they pick up permits. It was also suggested sharing it through the Homebuilder's Association and through architects.

Lund will work with Emily from Capital Crossroads to create a link to the survey. The survey will be distributed through Capital Crossroads. Schemmel and Mayer are going to work on the email list.

7. REVIEW DRAFT UPDATE OF THE RULES OF PROCEDURES

Lund and Sanders reviewed the document and the committee suggested several changes. The document will be cleaned up for consideration at the next meeting.

8. REVIEW DRAFT UPDATE OF THE MEMORANDUM OF UNDERSTANDING (MOU)

Lund and Sanders reviewed the document and the committee suggested several changes. The committee discussed allowing committee members to take the updated MOU to their respective communities for consideration. The document will be sent to other communities not represented on the Executive Committee. Sanders will provide a cover letter to go along with the updated documents. If a community would like a representative of CICC to attend a meeting, we will schedule representatives to attend.

9. REVIEW DRAFT 2021 ADOPTION SCHEDULE FOLLOWING THE GUIDELNES ESTABLISHED BY OPTION D FOR THE CICC CODE REVIEW PROCESS

The committee is not ready to discuss this until the MOU is complete.

Lund will work on a draft schedule.

Moved by Schemmel, seconded by Bishop to table until the next meeting.

MEMBER	YEA	NAY	ABSTAIN	ABSENT
Jonathan Lund, Chair	X			
Roger Schemmel, Vice-Chair	x			
Jim Sanders, Secretary	x			
Brian Bishop	X			
Ryan Mayer	X			
Luke Nelson	x			
Keith Rash	X			
Clint Robinson	X			
Mike Whitsell	x			

10. REPORT ON PROGRESS FROM PARTICIPATING COMMUNITIES:

Waukee met with their city council and plans to adopt and begin implementation on January 1.

11. OTHER BUSINESS

- a. Determine topics and what needs to be accomplished before the next meeting (see list below).
- b. Schedule next meeting date

Sanders will send a Doodle Poll to schedule a meeting in January.

- c. Discuss appointment of members

Ankeny has withdrawn staff from participating in CICC

Lund will reach out to fire officials to discuss the new committee make up

Mayer will reach out to MICC for a replacement for Junker on the Executive Committee

Sanders and Nelson will reach out to the metro managers for an additional city manager appointment.

12. ADJOURNMENT

Proposed meeting discussion to review process and discuss issues:

~~Meeting #1~~

- ~~Report on Survey results~~
- ~~What was learned from the 2015, 2018 reviews?~~
- ~~How do we gauge success (i.e. by population of communities that have adopted the codes; number of jurisdictions that have adopted, etc.)~~
- ~~Discuss do we complete code reviews every three years or six years (potential for abbreviated process in alternate cycles?)~~
- ~~What should be the make-up of the Executive Committee. (i.e. do we add another City Manager, an industry or capital Crossroads representative?)~~

#### Meeting#2

- ~~Review the rules of procedure and bylaws to make sure they are relevant with how we operate and what was learned during the 2015 & 2018 code reviews~~
- ~~Discuss an appeal process~~
- ~~Discuss creation of a conflict of interest policy~~

#### Meeting #3

- Create a tighter timeframe for future reviews (4 - 5 months)
- ~~Review role of the liaisons, the liaisons and chairs are to follow up with their assigned committees/communities to assure the work is getting done.~~
- How do we address different interpretation of the documents?
- Discuss how we handle administrative portions of the codes; do we leave that to local jurisdictions?

#### Meeting #4

- Review the MOU and reaffirm the commitment from participating communities