

CENTRAL IOWA CODE CONSORTIUM  
EXECUTIVE COMMITTEE  
MINUTES

Friday, January 8, 2021  
Via Microsoft Teams

1. CALL TO ORDER

Chair Lund called the meeting to order at 10:05 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 comments

5. APPROVE MINUTES FROM THE NOVEMBER 19, 2020 MEETING

Moved by Robison, second by Bishop to approve the minutes.

<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			

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

The survey is ready to be distributed, Schemmel has provided a comprehensive list of builders and contractors from the metro that the survey will be sent to. Executive Committee members will also get a link to the survey so they can distribute it to others that work in their communities. The survey will be left open for two weeks with a reminder sent to participants after a week.

The committee suggested the survey include a question on what discipline the responders are in (i.e., design professionals, architects, engineers, contractors (mechanical, plumbing, electrical, fire protection), commercial property owners, elected officials, commercial and residential contractors.

The committee would like to review the results before the updated Memorandum of Understanding is distributed to communities.

7. REVIEW FINAL UPDATE OF THE RULES OF PROCEDURES

The committee reviewed the document and a few minor changes were suggested. It was noted the spacing and formatting of the document needs cleaned-up.

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

A few minor changes were noted which will be corrected before the next meeting. The updated MOU will be sent out, with a cover letter, after we know the results of the survey.

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

Lund will prepare a draft 2021 code review adoption scheduled for consideration by the committee at meeting following the next meeting.

Moved by Schemmel, seconded by Rash to table the review of the 2021 adoption schedule until the meeting following 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:

WDM had adopted the building code earlier and the fire code on January 4<sup>th</sup>. The codes are effective today (January 8<sup>th</sup>, 2021).

Waukee will have their final reading of the codes on January 21<sup>st</sup>.

Bishop noted the 2020 NEC is on hold until the state adopts the codes.

11. OTHER BUSINESS

a. Determine topics and what needs to be accomplished before the next meeting.

- Elect Executive Committee officers
- Approve the updated Rules of Procedures
- Review and endorsement of the Memorandum of Understanding
- Review and consider draft 2021 adoption schedule (meeting following the next meeting)

b. Schedule next meeting date

Next meeting will be held on Thursday, February 11 at 10:00 a.m.

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